

COMMUNICATING ARTS (475)
ADVANCED INTERNSHIP APPLICATION INSTRUCTIONS
DEPARTMENT OF COMMUNICATING ARTS
UNIVERSITY OF WISCONSIN-SUPERIOR
(Revised 9/2016)

INTRODUCTION

An internship is an opportunity to earn credit while working part-time or full-time within a chosen communication-related organization or business. **You may not earn credit for a regular job that you already hold or are about to start.** It is important to note that every business and agency handles internships differently. Some of them may involve a stipend or housing, or even a regular salary. Others may not provide you anything above and beyond the actual work experience. The Department does not guarantee any monetary or housing allowance with any internship experiences. In order to participate in an internship experience, it is required that an Affiliation Agreement (partnership between the University of Wisconsin-Superior and participating agency) be signed (or in progress) and on file with this university. **No internship may begin without paperwork being on file in the Communicating Arts Office (HFAC 2100).**

ELIGIBILITY

You must have a minimum overall GPA of 2.5. You may sign up for no more than 12 credits for your internship. **45 hours of work equals 1 semester credit.**

PROCEDURE

It is the responsibility of the student to initiate the search for an internship position. The faculty member of your area MAY have information regarding available internships. Once you have chosen a particular internship opportunity and have any and all necessary papers, including an Affiliation Agreement from that particular business or agency, which will be sent to the Vice Chancellor of Administration and Finance for approval. You must schedule an appointment with the faculty member who will be supervising your internship. The Communicating Arts Internship Application form should be initiated at this time. Many agencies and businesses will require you to fill out their own application forms and/or appear for an interview before they agree to accept you. You will need to attach a description of duties to be performed in your internship and this should be signed by both the student and the supervisor of the business you are interning. In addition, you must have the departmental Internship Application form completed and signed. You cannot register for an internship without first submitting a completed signed Internship Contract to the Office of Communicating Arts (HFAC 2100). **All Summer Internships are to be handled with the Department Chair of Communicating Arts.**

INTERNSHIP EVALUATION

In addition to the Supervisor's evaluation of the student's experience, the **STUDENT MUST SUBMIT A TYPED FINAL REPORT.** The report is submitted to the faculty advisor of your Internship **and a copy to the Office of Communicating Arts**, prior to the last day of classes of the semester (**BEFORE FINALS BEGIN**) for which the credit is being awarded. The paper **MUST** be TYPED, STAPLED (no portfolios or binders are necessary), should be a **minimum of 4 PAGES**, and cover the following:

- A. Specific location of internship and personnel involved (where you worked, what you did in general, and whom you worked with).
- B. Specific duties of internship (a listing of specific activities and hours spent doing each).
- C. Knowledge and/or skills acquired in internship (what did you learn that you didn't know before, what new equipment did you learn to operate, etc.).
- D. Advantages/Disadvantages of this internship (what were the interesting and/or challenging experiences or relationships, what difficulties or mistakes occurred and how did you handle them, what advice would you give to another Communicating Arts student who may be planning on the same internship experience).

If the student's typed report and/or the Supervisor's Evaluation is not turned in, a grade of 'F' will be recorded. It is the student's responsibility to be sure an evaluation is submitted to the supervisor of your internship for completion.

ADVANCED INTERNSHIP APPLICATION FORM
COMM 475
(Revised 9/2016)

NAME: _____ SID # _____

LOCAL ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ OVERALL GPA: _____

MAJOR/MINOR: _____ EMPHASIS: _____

ACADEMIC ADVISOR: _____

ORGANIZATION/BUSINESS (with whom internship will be done):

ORGANIZATION ADDRESS: _____

NAME OF DIRECT SUPERVISOR: _____

SUPERVISOR'S TITLE: _____ PHONE: _____

Begin date of Internship: _____ End date of Internship: _____

Note: End date must not exceed last day of classes of the semester in which the credit is awarded.

COMM 475 section: _____, for _____ credits (12 maximum; 45 hours=1 credit)

ATTACH A SHEET TO DESCRIBE IN DETAIL THE DUTIES/RESPONSIBILITIES OF THE INTERNSHIP (include how many hours per week you will be working, # of weeks, rate of pay and stipend if applicable.)

CONTRACT APPROVAL:

To the Student: By signing this contract, you are agreeing to perform all the duties required of an intern in your internship placement and to turn in a final report to your internship advisor. **A minimum of four (4) pages, typed final report is due no later than the last day of classes in the semester in which the credit is being awarded.**

STUDENT'S SIGNATURE: _____ DATE: _____

To the On-site Supervisor: By signing this contract, you are agreeing to supply the student with guidance and supervision required for this internship. It is necessary that you submit a final evaluation obtained from the student, at the end of the internship. This evaluation may be shared with the student. The evaluation must be returned to the Dept. of Communicating Arts at UW-Superior no later than the last day of classes in the semester, which the student has enrolled for credits. A grade will **NOT** be awarded to the student until this evaluation has been submitted.

SUPERVISOR'S SIGNATURE: _____ DATE: _____

To the Internship Advisor: It is the responsibility of the student to return this completed contract to the office of the Internship Advisor in the Department of Communicating Arts and the Comm Arts Dept. Chair for signatures and then obtain a permission number to register for this course from the Comm Arts Office. ***Summer internships ONLY are to be returned to the Department Chair of Communicating Arts for signature.

INTERNSHIP ADVISOR'S SIGNATURE: _____ DATE: _____

COMM DEPT. CHAIR'S SIGNATURE: _____ DATE: _____