

MEDIA COMMUNICATION AND TECHNOLOGY

(570) 422-3737

MCOM 486 Field Experiences and Internship (12 credits)

MCOM 488 Professional Practicum (2 credits)

INTERNSHIP OBJECTIVE

The objective of the course Communication Internship is to give the student experience in a professional setting outside of the classroom where the competencies the student has gained through course work can be applied and further developed.

INTERNSHIP PROCEDURES

In planning for an internship, students are advised to discuss career goals, qualifications and potential internships with their academic advisor and department faculty. Students are discouraged from considering internships in fields where they have little or no preparation. In most cases, students should have completed basic and advanced courses in the area in which they plan to intern.

- A. The student initiates contact with a communication agency or professional to explore internship possibilities. The student is expected to inform the agency of their particular interests for the internship as well as the university requirements. Discussion with a potential agency should include an understanding of the specific types of experiences the intern will have at the agency.
- B. The student prepares and submits a MEDIA, COMMUNICATION AND TECHNOLOGY INTERNSHIP APPLICATION to their academic advisor. The advisor will determine the student's eligibility (2.75 G.P.A. with no incompletes) and check to see that the application is complete. After approving the application, the advisor will forward the form to the internship supervisor for approval by the department.
- C. The E.S.U. internship supervisor prepares a letter of agreement for the participating agency to sign before the beginning of the internship experience. The signed letter must be returned before the internship is official.
- D. When the intern receives notice that the internship is approved, they must register for internship by completing a REQUEST FOR NON-CLASSROOM CREDIT card. This card requires five signatures and should be completed promptly. Interns should follow normal registration procedures to register for Professional Practicum.
- E. No credit will be granted to interns for time served before registration is completed and fees paid. Be certain that all business office and financial aid accounts are in order.

INTERNSHIP REQUIREMENTS

- A. 35 to 40 hours of internship experience is required for each academic credit. The intern is expected to work the normal work week of the agency.
- B. The student prepares a **weekly** log which outlines the activities that were undertaken each week. The log is to be appropriately prepared and submitted weekly. It should have a professional appearance and be signed by the agency internship supervisor. The log should be mailed at the end of each week to the Faculty supervisor.
- C. Every intern will be visited on-site by a department faculty supervisor. The details of the visitation will be discussed during Practicum.
- D. Near the end of the internship, the faculty supervisor will send an evaluation form to the agency supervisor. The agency supervisor must complete and return the evaluation before the internship is considered completed.

PRACTICUM REQUIREMENTS

- A. Practicum is designed to provide students the opportunity to formally share their internship experiences. The course is to be taken concurrently or during the semester following MCOM 486.
- B. There are to be presentations including tangible results of the internship to the E.S.U. faculty member. There could be oral or written reports, media produced, etc., depending upon the student's experience and the faculty member's requirements.
- C. The intern will receive a letter from the Practicum professor which will list the meeting dates and assignments for the semester.
- D. Interns will receive a letter grade for the two credits of Professional Practicum.