

Department of Media Communication and Technology
Undergraduate Internship Handbook

East Stroudsburg University of Pennsylvania
200 Prospect St.
East Stroudsburg, PA 18301

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EC/GR

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Department of Media Communication and Technology Faculty and Staff

Faculty	Phone	E-Mail
Dr. Susan Amirian	570-422-3169	samirian@po-box.esu.edu
Professor Gary Braman	570-422-3393	gbraman@po-box.esu.edu
Dr. Elzar Camper	570-422-3646	elzar.camper@po-box.esu.edu
Dr. Steven Koehn	570-422-3048	skoehn@po-box.esu.edu
Dr. Beth Sockman	570-422-3621	bsockman@po-box.esu.edu
Staff		
Patrick Ashcroft	570-422-3763	pashcroft@po-box.esu.edu
Wayne Frisbie	570-422-3132	wfrisbie@po-box.esu.edu

The Degree Program of the Department of Media Communication and Technology

The Media, Communication and Technology degree prepares students as media generalists for entry-level positions in the communication field. The program integrates a strong, hands-on approach with a theoretical basis to give students a firm understanding of the subject matter. Graduates will be able to fill positions where media and technology are used to communicate. The program grants a Bachelor of Science degree.

General Information about the Internship

Internship and Practicum are 14 credits. This represents part of the minimum of 120 credits needed to complete the requirements for the undergraduate degree. The degree, Bachelor of Science, is career oriented. Internship constitutes a significant part of that orientation. Each student may complete a 12-credit external campus internship related to the main interest of the student in the areas of media, communication and technology. Additionally each student taking Internship should concurrently enroll in a two-credit Practicum course designed to help the student with the internship by sharing experiences and to develop skills in seeking employment. At least six full semesters of completed course work are recommended prior to the internship.

The students, in cooperation with their academic advisor, plan the internship experience. No student may enroll in the Internship in Media, Communication and Technology who has less than a 2.75 grade point average in the major or who has an "Incomplete" in the major. An alternative track, TRACK II, is available for students who do not meet the minimum grade point average or do not choose to do an internship. Students on TRACK II will complete an additional 15 credits of 300 or 400 level MCOM courses or related elective courses. See pages 7-9 for more information about the Track Program.

Media Communication and Technology majors whose choose TRACK I (Internship Track) must complete the following steps prior to the internship experience:

1. When you have completed 90-100 credits, you must file a Track Application. The department faculty will evaluate your qualifications to pursue TRACK I. Students pursuing Track I must maintain a 2.75 GPA in their major courses.
2. Find an internship and consult with your academic advisor and the faculty internship supervisor.
3. Complete an application for approval of the chosen internship and submit the completed application to your advisor.
4. After the internship is approved and a letter of agreement is exchanged between the internship supervisor and the internship agency, the intern may begin their internship.

Department of Media, Communication and Technology

Curriculum Summary - Bachelor of Science Degree

East Stroudsburg University

University Requirements

The following are required of all students who graduate from East Stroudsburg University:

- a. A minimum total of **120** semester hours
- b. A grade average of **2.00** for all courses
- c. Completion of **50** semester hours of General Education courses
 - **Fifteen semester hours** spread among at least four subject areas in Arts and Letters, Science and Social Science
 - A maximum of **six semester hours** can be taken in any one subject area
- d. A minimum of **30 credits of 300 and 400 level courses** from the major, general education and/or electives (Minimum MCOM requirements provide 29 credits of 300 and 400 level courses. An additional 300 or 400 level course is necessary for graduation.)

MCOM Department Requirements

The following are required of all Media, Communication and Technology students for graduation.

- a. A minimum **2.5 grade average** is required in MCOM courses. A **2.75 grade average** is required to qualify for internship
- b. CMST 111 - Speech Communication or 253 - Public Speaking, and PSY 100 - General Psychology and Soc 111 - Introduction to Sociology are required for the major
- c. *Co-requisite requirement – Advanced Writing Course*

I. General Education Requirements

The catalog descriptions use symbols to indicate whether a course is considered a Fine § or Performing Art ‡. These courses may be found in the following departments:

- **Fine Arts §** - Art, Music, Theatre, Speech
- **Performing Arts ‡** - Art, Dance, Music, Theatre, Speech

ARTS & LETTERS (15 Sem. hrs)	SCIENCE (15 Sem. hrs)	SOCIAL SCIENCE (15 Sem. hrs)
Eng., For Lang., Phil., Fine Arts, Performing Arts.	Bio., Chem., Comp. Sci., Math., Phys., Psy.	Econ., Geog., Hist., Pols., Soc.
1. <u>CMST 111 or 253 [Performing Art]</u>	1. <u>PSY 100 (Gen Psy)</u>	1. <u>Soc 111 (Intro Soc)</u>
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
REQUIRED (5 Sem. hrs)		
1. <u>ENGL 103 (Eng Comp)</u>		
2. FIT _____		
3. FIT _____		

II. Co-Requisite Requirement (3 Sem. hrs)

Advanced Writing Course. *Take any one of following:*

- ENGL 203 - Advanced Composition
- ENGL 204 - Technical Writing
- ENGL 205 - Workplace English
- ENGL 215 - Print Journalism I
- ENGL 220 - Script Writing
- ENGL 302 - Creative Writing-Fiction

III. Required MCOM Courses (30 Semester hours)

- *These courses have no prerequisites and should be taken early in the program -*

_____MCOM 105	Photography: Camera Techniques (3)
_____MCOM 140	Introduction to Communication Theories and Practices (3)
_____MCOM 160	Electronic Communication Technologies (3)
_____MCOM 210	Television: Studio Production I (3)
_____MCOM 230	Sound Recording and Amplification Techniques (3)

- *The following courses have prerequisites -*

_____MCOM 225	Introduction to Motion Media (3) – MCOM 140 and MCOM 160
_____MCOM 255	Desktop Publishing (3) - MCOM 160
_____MCOM 275	Imaging Technologies (3) - MCOM 160
_____MCOM 315	Videotaping Techniques (3) - MCOM 100 or 105 and MCOM 225
_____MCOM 440	Law & Ethics in Media (3) - MCOM 140 and Must be Jr. or Sr. level

IV. Advanced MCOM Courses (9 Semester hours) Take any three courses with the prerequisites:

_____MCOM 305	Digital Photography (3) - MCOM 100 or 105 and MCOM 160
_____MCOM 310	Television: Studio Production II (3) - MCOM 210
_____MCOM 350	Media Graphics and Design II (3) - MCOM 255
_____MCOM 355	Electronic Publishing (3) - MCOM 255
_____MCOM 464	Media Communication and Technology Projects (3) - Special permission +90 credits
_____MCOM 477	Interactive Media (3) - MCOM 160 and MCOM 275

V. Related Elective Courses (6 Semester hours)

Take any 2 of the following courses: any of the courses listed as **EMGT**; or any of the courses listed under **Required MCOM Courses** or **Advanced MCOM Courses**, but not as yet counted.

_____MCOM 205	Photography: Wildlife and Nature (3)
_____MCOM 318	New Media Technologies (3) - MCOM 140
_____ART 151	Basic Drawing (3)
_____ART 220	Advertising Graphics (3) - Art 151 or 153
_____ART 280	Communication Graphics (3) - Art 151 or 153
_____ART 321	Drawing II (3) - Art 151
_____CMST 126	Introduction to Mass Media (3)
_____CMST 163	Introduction to Film Study (3)
_____CMST 229	Broadcast Journalism (3) - CMST 126
_____CMST 267	Art and History of Film (3) - CMST 163
_____CMST 315	Voice for Broadcasting (3) - CMST 111, 229
_____CMST 337	Broadcast Management (3) - CMST 126
_____CMST 348	Media Criticism (3) - CMST 126
_____CPSC 100	Personal Computers & Their Uses (3)
_____ENGL 215	Print Journalism I (3) - ENGL 103
_____ENGL 316	Print Journalism II (3) - ENGL 103, 215

VI. Free Electives (8 Semester Hours)

VII. The student will choose either Track I or Track II

Submit application upon completion of between 90 and 100 semester hours and choose either Track I or Track II.

TRACK I - Internship & Practicum (14 Semester hours)

Internship Requirements

- A 2.75 grade average in MCOM courses
- No incompletes in MCOM courses
- See your advisor for details and for an Internship Application Form
- Faculty approval is required before enrolling in Internship

TRACK II - Additional course work (15 Semester hours)

- Nine hours of 300 or 400 level MCOM courses, 6 hrs of 200 level MCOM courses or related elective, or any of the courses listed under Required MCOM Courses or Advanced MCOM Courses, but not as yet counted.

Department of Media, Communication and Technology

Track Program

Upon completion of no less than 90, but not more than 100 credit hours, all Media, Communication and Technology majors must apply for a TRACK I or a TRACK II plan. TRACK I is an internship (12 credit hours) with practicum (2 credit hours). TRACK II will be a minimum of 9 credit hours in 300 and/or 400-level MCOM courses, and 6 credit hours in a 200-level MCOM or related elective courses. The total TRACK II requirement, in credit hours, is 15 credit hours.

All affected students will attend an orientation to the internship program given by the department. A faculty member will inform the students of the two tracks and encourage the consideration of TRACK I because of the unique qualities found there, i.e., experiences under professional supervision in an on-the-job environment where the student can apply skills learned in the classroom.

Method of Application

Application forms will be sent to qualified students or may be obtained from advisors. The student will complete the application and return it to the advisor. The advisor will present the application to the department faculty for approval. Approval will be by a 2/3 (two-thirds) favorable vote. The student will be notified by their advisor as to the decision on their application. If the application is not approved, the student has 10 school days from the date of notification to appeal the decision. All applications for TRACK I that are not approved will become TRACK II. Any student who fails to make application within the time frame will be placed in the TRACK II program. Any student so affected may still use the appeal process.

Appeal Process

The appeal process is begun by the student notifying his/her advisor of the desire to appeal. A meeting is then scheduled where the student may present his/her case to the department faculty. Upon completion of the student's plea, and in his/her absence, the faculty will again vote to approve or not approve the application. A 2/3 (favorable) vote will, again, be required for approval. All voting on internship appeals will be held by secret ballot.

Criteria for Judging Track I Applications

- No incomplete grades in the major
- 2.75 GPA in major
- Quality of student portfolio exhibiting his/her work in the subject area for the internship

All applications for TRACK I that are not approved will become TRACK II. Any student that fails to make application within the time frame will be placed in the TRACK II program. Any student so affected may still use the appeal process

Department of Media, Communication and Technology

Track Application

This application must be submitted by all MCOM majors upon completion of 90 to 100 credit hours. Each student should consult their academic advisor regarding their plans to pursue Track I or Track II. This application is submitted through your advisor for approval by the Department.

Date _____
Student Name ID# _____
Address _____ Phone _____

After consultation with my advisor, I am hereby applying for:

TRACK I _____

12 credit hours - Internship
2 credit hours - Practicum
14 Total credit hours

TRACK II _____

15 credit hours - 12 credit hours in 300& 400
level MCOM courses plus 3 credit hours in
a 200 level MCOM or any Related Elective

Check here if you have a portfolio for faculty viewing

Student Signature _____

To be completed by academic advisor

Advisor will attach current transcript

Total # of credits completed _____ Current overall GPA _____
Total # of major credits completed _____ Current major GPA _____
Number of Incompletes in major courses _____ Anticipated Internship semester _____
Advisor signature _____

DEPARTMENTAL ACTION

Date of faculty review _____
Application approved _____ Not approved _____
Additional conditions and recommendations _____

Date of student notification _____ Intent to appeal _____
Student signature _____ Date of appeal _____
Advisor signature _____ Student signature _____

The faculty advisor will make contact with Media, Communication and Technology major who is approaching 90 semester hours of completed course work.

[date]

To: Media, Communication and Technology major

From: Professor [],
Department of Media Communication and Technology

Re: Internship qualification

In order to qualify for Internship, an application to your advisor must be made upon the completion of 90 semester hours and before completing 100 semester hours. An application form is enclosed.

Please note that a 2.75 grade point average in MCOM courses, no incompletes in MCOM courses and faculty approval are requirements in the actual internship application. **Track II** is an alternative available for those not qualifying for or not wishing to do an Internship. Track II, in lieu of Internship, consists of taking 15 semester hours with 12 hours in 300 or 400 level MCOM courses and 3 hours in a 200 level MCOM or related elective course.

If you have any questions, please see your advisor.

Planning the Internship Semester

Questions by the Intern

Several general questions prospective interns might ask of themselves are:

- What do I want to learn from this experience?
- What are the expectations of the instructor of the field experience and professional practicum?
- What qualities am I looking for in a sponsor?
- At what type of [agency] can I learn the most?

The Interview

During the interview with the sponsor, some suggested issues to discuss are:

- Your objectives for the internship semester;
- The prospective sponsor's objectives for an intern;
- Current activities and priorities of the prospective agency and the role the [intern] might have;
- Your specific strengths and experiences and how you might contribute to the agency;
- Logistics and money-office/working space near the Sponsor(s), secretarial support, traveling, housing, moving, and support by the agency, i.e. materials, computer software etc.

One of the most important factors in selecting an agency is the Sponsor. Devote substantial time and effort during the interview to understand the prospective sponsor's attitudes about interns, interest in serving as a sponsor and their willingness to allot the necessary time and resources to your intern experience.

Adapted with permission from the American Council on Education Fellows Handbook, 1990-91, Center for Leadership Development, pages 6-8, 17-19.

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Letter of Eligibility

Some internship agencies may require certification of a student's eligibility for internship. The following letter is available to all qualified students. If a student wishes to have a letter sent they may contact their advisor, department chairperson or internship supervisor and provide the name and address of the person to whom the letter should be sent.

[Date]

[Heading for address of Sponsor of Intern]

Dear Internship Coordinator:

This is to certify that _____ is a student enrolled in the degree program Media, Communication and Technology at East Stroudsburg University. _____ has fulfilled the necessary requirements to be eligible for Internship. Eligibility for Internship requires the student obtain the appropriate grade point average and demonstrate satisfactory progress towards the completion of degree requirements. Enclosed you will find a copy of the Internship Guidelines which contains the course requirements for Internship.

If you have any questions regarding the Internship experience, please call me at 570-422-3646.

Sincerely,

enclosure

mw/94
Revised EC/2004

200 Prospect Street
East Stroudsburg, PA
18301-2999



MEDIA COMMUNICATION AND TECHNOLOGY

(570) 422-3646

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 ESU 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.

**MCOM 486 Media, Communication and Technology
Field Experience and Internship Application**

This application and the permission to enroll card are to be completed by you. After completing it meet with your advisor to go over it. Your advisor will complete this form, and will bring it before the department faculty for approval. If your application is approved a letter of agreement between East Stroudsburg University's Department of Media, Communication and Technology and the internship agency will be sent to complete the arrangements. *You cannot begin your internship before you have completed registration and the agreement letter is signed and returned to ESU.*

Register for MCOM 486 Internship (12 credits) and MCOM 488 Professional Practicum (2 credits)

Part A

Name _____
ESU Address _____

ESU Phone _____
SS # _____
Address while interning:

Phone _____
Cell Phone _____
Email _____

To be completed by advisor:

MCOM Grade Average _____
Incompletes in major _____

ESU Grade Average _____
Signature _____
Date _____

Internship starting date _____
Internship completion date _____
Daily work hours _____

Internship Agency

Agency Name _____
Address _____

Phone _____ Fax _____
Supervisor's name _____
Supervisor's e-mail _____

Request For Non-Classroom Credits Form

Below is a sample of the Request For Non-Classroom Credits card which must be submitted in order to register for the internship. The card must be completed and signed by the intern and submitted with the Internship Application to the academic advisor.

REQUEST FOR NON-CLASSROOM CREDITS

NAME: _____ SS# _____
 Last First Middle

SEMESTER & YEAR	SECTION NUMBER (LEAVE BLANK)	SUBJECT AREA	COURSE NUMBER	COURSE TITLE	CREDITS
-----------------	---------------------------------	--------------	---------------	--------------	---------

This card is to be used for courses listed in the college catalog with the following numbers:

484 Environmental Studies Field Experiences & Internship	571 Independent Research Problems
485 Independent Study	572 Thesis 1
486 Field Experiences	573 Thesis II
	577 Independent Study
	586 Field Experiences & Internship

INSTRUCTIONS

1. Obtain the following signatures: a. Advisor, b. Instructor, c. Chairperson. NOTE: The Dean's signature is required if the Instructors supervision of the non-classroom activity results in overload pay for the academic year.
2. Submit the card to the Registrar's Office.
3. NOTE: This card must be submitted to the Registrar's Office prior to the beginning of the sixth day of classes in a semester or session. Approval may not be granted if submitted after the fifth day of classes.

Signature of Advisor	Date	Signature of Dean	Date
Signature of Instructor	Date	Signature of Student	Date
Signature of Chairperson	Date		

M4.NONCLCDr.WPS

During the Internship

At times the intern will experience frustration with the pace and degree of their substantive involvement in the daily operation of the agency. This varies enormously; some interns may find themselves in the middle of things very quickly, but often there is an initial period of relative inactivity. Make good use of this by meeting a wide variety of people and question/read as much as you can about the agency.

Several other hints to ease your transition into your placement:

- Schedule regular meetings with Sponsors to discuss specific questions, issues, or concerns;
- Build relationships with members of the staff. They have tremendous amounts of information and can be very helpful;
- Accept and seek projects which utilize your skills and help you acquire new skills. Incremental progress is much better than a gigantic leap that backfires;
- Study the organizational structure - learn the names of people in each position as soon as possible;
- Make use of the Interns network to share information, secure advice and handle problems; and
- You are a professional and so conduct yourself appropriately. Confidentiality and trust once broken is difficult or sometimes not possible to reestablish.

Adapted with permission from the American Council on Education Fellows Handbook, 1990-91, Center for Leadership Development. pages 6-8, 17-19.

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The Agency Visit

The ESU Internship faculty coordinator will visit each student intern at their internship location. He/she will visit the intern at least once during the period of the internship. Additional visits may be required and will be arranged if deemed appropriate.

The purpose of this visit is to 1) assess the progress of each student. 2) establish a relationship between the agency and the department and 3) clarify any question the intern and/or his/her agency supervisor might have.

To accomplish this, the Internship Coordinator expects each intern and agency supervisor to arrange the following:

- a) a tour of the major agency facilities
- b) a private conference with the intern
- c) a private conference with the agency supervisor
- d) a combined conference with both the intern and his/her supervisor
- e) program observations/ other agency highlights that the intern and agency supervisor believe to be important
- f) any other information deemed appropriate

Each visit will last approximately 1 - 2 hours. The Internship Coordinator will arrange his/her visits in advance. It is the responsibility of the student intern to arrange with his/her agency supervisor a block of time for the intended visit.

During the visit the intern should also be prepared to discuss his/her progress to that point in his/her internship.

**EAST STROUDSBURG UNIVERSITY
DEPARTMENT OF MEDIA COMMUNICATION AND TECHNOLOGY**

EVALUATION OF STUDENT INTERNSHIP

NAME OF STUDENT INTERN _____ DATE _____

NOTE: If more than one person supervised this intern, either duplicate this form or request additional forms.

To assist you in your appraisals, please compare this intern with persons of similar age and experience you have known. To establish general levels of consistency, use the following:

4-Outstanding 3-Very Good 2-Average 1-Not Acceptable NI-No Information

- | | | |
|--|--|---|
| <input type="checkbox"/> Reliability | <input type="checkbox"/> Writing Ability | <input type="checkbox"/> Ability to work with others |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Speaking Ability | <input type="checkbox"/> Attitude towards criticism |
| <input type="checkbox"/> Courtesy | <input type="checkbox"/> Resourcefulness | <input type="checkbox"/> Professional interest |
| <input type="checkbox"/> Self-confidence | <input type="checkbox"/> Honesty/integrity | <input type="checkbox"/> Probable employment access |
| <input type="checkbox"/> Sociability | <input type="checkbox"/> Leadership | <input type="checkbox"/> Quality of work produced |
| <input type="checkbox"/> Enthusiasm | <input type="checkbox"/> Attendance | <input type="checkbox"/> Pertinent background knowledge |

Please give a brief description of the nature, quantity, and quality of the work performed by the student intern. Use the back or additional sheets if necessary.

Check the appropriate letter grade for the summary of performance of the student intern.

- | | | |
|---|---|---|
| <input type="checkbox"/> A = Superior | <input type="checkbox"/> C = Average | <input type="checkbox"/> E = Failure |
| <input type="checkbox"/> B = Above Average | <input type="checkbox"/> D = Below Average | |

SIGNATURE: _____ DATE: _____

AGENCY: _____ PHONE: _____

Please return this evaluation form directly to:

DEPARTMENT OF MEDIA COMMUNICATION AND
TECHNOLOGY
EAST STROUDSBURG UNIVERSITY
EAST STROUDSBURG, PA 18301

Practicum Assignments

Listed below are some typical assignments for Professional Practicum. Assignments may change from semester to semester based on the types of internships, available resources, etc. Practicum assignments will be sent to each intern at the beginning of the semester. All interns will receive a letter grade for Professional Practicum.

Oral Report

Describe the organization in which you are interning as well as the clientele it serves. Describe the duties you have been performing to this point. You should also be able to discuss the overall structure of the organization: who reports to whom, names of departments, etc.

Written Report

Prepare a detailed job description of your supervisor's position. Include the title of the person (s)he reports to and who your supervisor supervises in addition to you. In cooperation with your supervisor, prepare a detailed job description for your internship position. The description should include all of the different types of experiences you will be having throughout your internship. In conjunction with your job description, prepare a time-table of when you expect to experience the various aspects of your job. The purpose of this part of the assignment is to have you and your supervisor arrange a schedule that will allow you to have a broad experience during your internship. Remember that internship is not one week repeated eleven times. You should be having new experiences throughout the semester.

Oral Report

Summarize your activities to this point. Provide details of new activities since your last report and describe those things you have enjoyed most and least and tell why. Focus your report on new activities you have been doing. Summarize your progress toward fulfilling the job description you wrote for the first practicum. Also, be prepared to discuss your written report.

Written Report

Since you will be graduating in the near future, this assignment will give you a good start toward the important task of finding a "real" job. Prepare a resume and a letter of application for a job. This assignment will be discussed at our first meeting. There are many books available at libraries and bookstores which you will find helpful. I also recommend that you contact the E.S.U. Career Services Office. They offer placement services and many different types of materials to help you with this assignment. A resume should be a flawless representation of you, your preparation and your abilities. Mistakes, sloppy corrections and misrepresentations are intolerable. Second, write a description of your career goals. What would you like to be doing in the future? How has your internship experience influenced your future goals? What training or experience will be necessary to achieve these goals?

Oral Report

This is show and tell!!! Show a sample videotape, slides, art work, etc. that you have been working on while doing your internship. Student prepared slide sets or videotapes of your situation and experience are strongly encouraged.

Written Report

Summarize your experience in writing. Evaluate the experience. What was good and what was bad and why? List courses you took in the Media, Communication and Technology major which you feel were most valuable in your internship and also list those which you feel were least valuable and tell why in each case. Feel free to suggest new experiences that you feel would be of value. Also submit a copy of the letter of thanks which you sent to your agency supervisor.

Resources for Internships and Jobs

<http://www.udel.edu/CSC/com.html>

MBNA Career Services Center at the University of Delaware

<http://www.library.northwestern.edu/media/resources/broadcast.html>

Broadcast, Cable, and Satellite Resources on the Internet

<http://www.mca-i.org>

Media Communication Association International

<http://mandy.com>

International Film and TV Production Resources

www.esu.edu/careerservices

Information on internships

www.collegecentral.com/eaststroudsburg

Information on internships

www.flipdog.com

Site for internships and jobs

www.worknepa.com

Site for internships and jobs