

# **Internship Guide and Application**

**SCHOOL OF COMMUNICATION**

**UNIVERSITY OF SOUTHERN MISSISSIPPI**

*Experience is not what happens to a person,  
It is what that person does with what happens.*

*-Aldous Huxley*

## Internship Qualifications

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The following requirements must be met for all students applying for an internship:

1. Have completed half (18 hours) of the 36-hour major requirements, including the necessary skills courses in your major.
2. Have a grade point average of 3.0 in major courses.
3. Have an overall grade point average of 2.5.
4. Submit an internship application (attached) to the internship coordinator and the director no later than the end of the second week of the semester.

## Internship Application Procedure

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To arrange an internship, the following steps must be completed in order:

1. Review the internship qualification requirements to determine if you are eligible.
2. If eligibility requirements are met, discuss your internship interests with your faculty adviser to determine the organization at which you will intern and the semester during which you will intern.
3. Complete Part 1 and Part 2 of the Internship Application and get the signatures of the internship coordinator and the school director. Part 1 elicits information about you and the proposed internship.
4. Contact the internship supervisor/coordinator at the organization at which you hope to intern and make an appointment to discuss your proposed internship. (**Note:** Some organizations may require interviews with potential interns and select one or more interns based on the organization's needs and the interns' qualifications.)
5. Meet with the internship supervisor/coordinator and discuss the internship policies/procedures of the organization. (**Note:** Internships require of 160 total hours during the semester. This averages to 12 hours per semester for fall and spring and 20 hours per week for the summer.)
6. If the organization accepts you as an intern, have the internship supervisor/coordinator complete Part 2 of the Internship Application. These individuals also must be noted on the school's internship provider list compiled from a form also on the school's website. If the internship provider has not yet completed the form to be added to the provider list, this form should be submitted with the internship application.
7. Make a copy of all this information for yourself (and for your internship provider if requested).
8. Submit the originals for the internship application to the School's internship coordinator.
9. Take the applications to the director for a signature. Copies will be made for the internship coordinator and you will be enrolled in the class by someone in the school office.
10. Meet your assigned internship supervisor/coordinator and set your work schedule.

## Internship Advice

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Most students find the internship experience rewarding and fulfilling. Remember ADAP to help your internship experience be successful.

*Attitude*—be eager to learn and find projects on your own. Showing initiative and being a pleasant coworker will make you a valuable member of the team.

*Dependability*—showing up to work on time each time you are expected is important. Interns who fail to show up or who are habitually late may be fired from their internship positions.

*Appearance*—be well-groomed and dress appropriately.

*Professionalism*—internships lead to professional contacts that become important when you enter the job market. Be confident and courteous, ambitious and friendly.

## Internship Requirements

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To successfully complete the requirements of your internship, each student must:

1. Keep a **daily** log that describes and explains what you did each day during your internship. Two or three sentences after each day's work will suffice. This must be turned in with your midterm report and final report (see below).
2. Develop an internship portfolio that includes **samples of the work** you executed during your internship. Submit this at the conclusion of your internship in a format that is attractive and easy to use.
3. Write two reports, one at midterm and one at the conclusion of your internship. These reports should discuss your internship experience (see attached guidelines).
4. Make sure your internship supervisor/coordinator completes and submits an evaluation form (attached). (**Note:** This evaluation form may be completed and submitted via the School's website--[www.usm.edu/mcj](http://www.usm.edu/mcj))
5. Make sure you complete and submit an evaluation form (attached).

## Special exception:

From time to time, a student has a unique opportunity to do an internship and does not have the required hours and/or GPA to do so. If the student wants to pursue an internship without the required status, he or she must complete the form below and secure his or her adviser's signature. This must be submitted with the Internship Applications Part 1 and Part 2.

Name \_\_\_\_\_ Student ID # \_\_\_\_\_

Adviser \_\_\_\_\_

I wish to pursue this internship during the \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer semester of \_\_\_\_\_ (year).

I meet the internship qualifications:

\_\_\_\_ I have completed half (18 hours) of the 36-hour major requirements, including the necessary skills courses in my major.

\_\_\_\_ I have a grade point average of 3.0 in major courses.

\_\_\_\_ I have an overall grade point average of 2.5.

I have my faculty adviser's permission to pursue an internship.

\_\_\_\_\_  
(Adviser's signature)

\_\_\_\_\_  
Date

# Internship Application

## Part 1: *To be completed by the student*

You must complete the following form and get the appropriate signatures before you will be enrolled in the internship class for the semester.

Name \_\_\_\_\_ Date \_\_\_\_\_

Student ID \_\_\_\_\_ Major/Emphasis Area \_\_\_\_\_

GPA in Major \_\_\_\_\_ Overall GPA \_\_\_\_\_

Hours completed at USM \_\_\_\_\_ Hours completed in major \_\_\_\_\_

Local address \_\_\_\_\_ Phone \_\_\_\_\_

USM email address \_\_\_\_\_

Home address \_\_\_\_\_ Phone \_\_\_\_\_

Home email address (if applicable) \_\_\_\_\_

Semester of proposed internship \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer Year \_\_\_\_\_

Proposed internship provider:

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Website address (if applicable) \_\_\_\_\_

Internship supervisor/coordinator (name and title)

\_\_\_\_\_

Description of proposed internship responsibilities:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved:

Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Director \_\_\_\_\_ Date \_\_\_\_\_

# Internship Application

Part 2: *To be completed by the Internship Supervisor/Coordinator*

Internship Organization \_\_\_\_\_

Internship Supervisor/Coordinator (name and title)

\_\_\_\_\_ Date \_\_\_\_\_

Dates of internship: \_\_\_\_\_ Is this internship paid? \_\_\_\_ no \_\_\_\_ yes

Projected weekly schedule for intern \_\_\_\_\_

Description of internship duties:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**How should we contact you?** You will be contacted at least twice during the internship period by someone in the School. Please indicate how you would prefer to be contacted (choose one):

\_\_\_\_ Email (email address \_\_\_\_\_)

\_\_\_\_ Phone (office phone number \_\_\_\_\_)

\_\_\_\_ Other (please describe) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please read before signing:** I understand that this internship is a learning experience for this student and that as his/her internship supervisor/coordinator I will provide opportunities for the student to learn more about his/her chosen career, build his/her portfolio, and/or establish professional contacts. Furthermore, I understand that this intern is to be evaluated by his/her internship supervisor/coordinator **twice** during the term of the internship.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Internship Supervisor/Coordinator

Signed \_\_\_\_\_ Date \_\_\_\_\_

Student

Signed \_\_\_\_\_ Date \_\_\_\_\_

MCJ Internship Coordinator

Signed \_\_\_\_\_ Date \_\_\_\_\_

Director

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# Guidelines for Student's Internship Reports

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Each intern is required to turn in two formal reports concerning the internship experience to his/her faculty advisor in accordance to the following guidelines:

## **Report 1: (Due on the date below).**

This report is to be three to four pages of double-spaced, typed copy which contains:

1. A list and explanation of all duties assigned by the internship provider.
2. An explanation of the work completed so far.
3. A review/explanation of the challenges you have faced
4. How you have managed these challenges.
5. What your outlook is or expectations are for the remainder of the internship.

**Report deadline is** \_\_\_\_\_  
This is to be filled in at the beginning of the internship.

## **Report 2: (Due on the date below).**

This report is to be five to seven pages of typed, double-spaced copy which contains:

1. A summary of what you did during the internship.
2. An explanation of the professional advancements and accomplishments this internship has provided for you.
3. An analysis of the similarities and differences between the internship and the classroom experience.
4. Your feelings about the value of the internship program and your experiences in this internship.
5. Your feelings about the internship provider and how they worked with you as an intern.
6. Your explanation of what this internship will provide for you as you seek employment following graduation.

**Report deadline is** \_\_\_\_\_  
This is to be filled in at the beginning of the internship.

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# Intern Evaluation

To be completed at the midpoint and the completion of the internship

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Students earn grades for internships much like any other class at USM. Please take a few minutes to complete this evaluation form to help us determine a fair grade for your intern. Midterm evaluations are used to assess the intern's progress and to monitor your satisfaction with him/her so that adjustments may be discussed with the intern if needed. The final evaluation will be used to help determine a grade for this intern. He/she will also complete two reports, turn in a daily log of his/her activities, and submit a portfolio for evaluation that will be used to determine a grade. **Thank you for taking time to help us with this task.**

Intern's name \_\_\_\_\_ Intern's major \_\_\_\_\_

Supervisor's/coordinator's name \_\_\_\_\_

Midpoint evaluation  Final evaluation  Fall  Spring  Summer semester

Please rate the intern on the following attributes (circle appropriate number).

1. How dependable was the intern concerning his/her work schedule?

Not dependable at all Extremely dependable  
1    2    3    4    5    6    7    8    9

2. How much initiative did the intern show (asking for and/or finding work)?

No initiative at all Very much initiative  
1    2    3    4    5    6    7    8    9

3. What kind of attitude did the intern exhibit toward his/her work?

Very poor attitude Excellent attitude  
1    2    3    4    5    6    7    8    9

4. What kind of attitude did the intern exhibit toward supervision?

Very poor attitude Excellent attitude  
1    2    3    4    5    6    7    8    9

5. How would you rate the intern's appearance?

Untidy/unkept Very neat  
1    2    3    4    5    6    7    8    9

6. How would you rate the quality of the work this intern produces?

Very low quality Very high quality  
1    2    3    4    5    6    7    8    9

7. How would you rate the quantity of the work this intern produces?

Very low output Extremely high output  
1    2    3    4    5    6    7    8    9

8. Overall, how would you assess this intern?

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Very unsatisfactory Very satisfactory  
1    2    3    4    5    6    7    8    9

Please tell us about the kinds of work this intern did for you during the internship. Please assign a percentage indicating the time spent doing that work. For example: John/Mary Jones primarily worked on our company newsletter during his/her internship here. S/he spent 40 percent of the time writing; 50 percent of the time designing; and 10 percent of the time gathering information for the newsletter.

Please comment on the intern's overall performance, strengths and weaknesses during this internship.

Based on the intern's performance in this internship, what do you think his/her chances for success are in the field?

Please rate this intern's writing skills on the following criteria. (**Note:** Please skip this section if this student's tasks during his/her internship are not applicable.)

1. Style and grammar

<b>Very poor</b>									<b>Excellent</b>
1	2	3	4	5	6	7	8	9	

2. Accuracy

<b>Not accurate at all</b>									<b>Always accurate</b>
1	2	3	4	5	6	7	8	9	

3. Thoroughness

<b>Not thorough at all</b>									<b>Very thorough</b>
1	2	3	4	5	6	7	8	9	

4. Creativity

<b>Not creative at all</b>									<b>Very creative</b>
1	2	3	4	5	6	7	8	9	

5. Overall writing quality

<b>Very poor overall quality</b>									<b>Very high overall quality</b>
1	2	3	4	5	6	7	8	9	

**Using the grading scale below, how would you rate this student's work during his/her internship? (Please attach additional pages if necessary).**

**A      B      C      D      F**

**Signature of internship supervisor/coordinator:**

\_\_\_\_\_ Date \_\_\_\_\_





