

Purdue University North Central

Communication Internship Program



Student Packet

PURDUE UNIVERSITY NORTH CENTRAL

COMMUNICATION INTERNSHIP PROGRAM

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INTERNSHIP PROGRAM INTRODUCTION

WHAT IS IT?

The internship is a career development concept that involves placing students in off-campus work assignments. The work assignment is closely related to the student's course of study and his/her professional goals. It must also contribute to the objectives of the participating employer.

The Internship assignment is a balanced combination of academic preparation and work experience and upon completion of an assignment, a student may earn academic credit. Participating students must be in good academic standing at the University (have and maintain at least a 3.0/4.0 GPA). The students must also have faculty approval and supervision to be awarded academic credit. The faculty sponsor will assign the grade.

EMPLOYER ELIGIBILITY AND RESPONSIBILITIES

The participating employer agrees to employ the student for a specified period to be agreed upon prior to the start of the internship unless earlier termination is agreed upon by the employer, student, and University. The employer is required to provide the University with an approved position description detailing the student's responsibilities. The employer is also required to assign a competent on-site supervisor for the student. The employer is asked to complete evaluation forms on the student's performance periodically during the course of the assignment.

Participating employers interview and select the students they desire to employ. Progress during the work assignment is monitored to assure maximum satisfaction for both the employer and the student. The student's capability and performance, as well as the program features, are evaluated on an on-going basis by both the employer and the student. This feedback information helps students to more realistically plan their careers

INTERNSHIP PROGRAM BENEFITS

BENEFITS TO THE STUDENTS

1. An opportunity to realistically test career objectives.
2. An opportunity to earn funds to pay for part of your college education.
3. An opportunity to develop good professional work habits.
4. An opportunity to improve verbal and written skills.
5. An opportunity to alter individual weaknesses.
6. An opportunity to make a smoother transition into full-time employment.

BENEFITS TO THE EMPLOYER

1. Provides a low-cost training program.
2. Students return to Purdue University North Central as goodwill ambassadors for the company.
3. Creates a pool of potential permanent employees who, through the Internship experience, have demonstrated their abilities.
4. Offers the opportunity to preview the potential of some of the country's best students before making a commitment for permanent employment.

BENEFITS TO THE UNIVERSITY

1. Promotes positive relationships with the business community.
2. Affords a meaningful education for its students.
3. Provides student feedback which can affect curriculum change.
4. Equips students to be more employable upon graduation, thereby creating satisfied alumni.

APPLICATION REQUIREMENTS/INFORMATION

1. It is suggested that students interested in internships consult the Office of Career Development in the Library-Student-Faculty Building, Room 28, before proceeding. Like the Department of Communication, the Office of Career Development receives internship opportunities; therefore you may want to check to see what is available with this office. Please note, most internship opportunities are located by the student.
2. For the Communication Internship Program, you must:
 - have completed 50% of your major classes (have at least a junior class standing),
 - be in good academic standing, having and maintaining at least a 3.0 GPA, or have
 - consent of Dr. Scott Smithson AND have taken at least 3 Communication classes.
3. If you meet those requirements, and you have a tentative internship site, then you can complete the STUDENT RECOMMENDATION form in its entirety. This form requires that you:
 - have approval of your major advisor
 - obtain one recommendation from a Purdue University North Central faculty or staff member (not necessarily from your major field), stating your fitness to participate in the internship program.
4. Pages 4, 5, 6, and 7 of this package, along with a copy of your current resume, should be turned in to Dr. Scott Smithson, Chair, Department of Communication, Purdue University North Central, 1401 S. US Hwy 421, Westville, IN 46391-9528, for final approval. You will be contacted within two weeks to discuss your status.
5. University Required Hold Harmless Agreements (Appendix A & B) must be turned into the Office of Career Development, Purdue University North Central, 1401 S. US Hwy 421, LSF 28, Westville, IN 46391-9528. Hold Harmless Agreements must be on file ***before the intern may begin working at the employers site.***
6. Unless otherwise noted, internships are Pass/No Pass.
7. Approximately 80 hours of employment equals one credit.
8. Interns are expected to conduct themselves in a professional manner and follow the sponsoring company's rules and regulations.

9. Internship evaluation will be based on the following:

- student self-evaluation, daily log, and final report on the internship,
- the evaluation of the student's performance by the student's direct supervisor at the employing firm and
- the Faculty Internship Coordinator's evaluation of the student's performance.

A complete package of internship materials is available from Dr. Scott Smithson.

Available internships will be posted outside Dr. Smithson's office, TECH 276 or on the Communication Department webpage at www.pnc.edu/communication

STUDENT RECOMMENDATION FORM

I. STUDENT SECTION

Name: _____ PUID# _____

Degree: _____ Major: _____

Semester for Internship: Fall Spring Summer

List all completed Communication courses and related classes:

Course Number

Semester Completed

II. ACADEMIC ADVISOR SECTION

Student has completed at least six or more hours in Communication. Yes No

Student overall GPA: _____

GPA in the major: _____

Internship course could be applied as an elective credit Yes No

Student is recommended for the internship program. Yes No
(If no, please attach a brief letter of explanation to this document)

Academic Advisor: _____ Date: _____

How do you know this student? (class, advisor, etc.) _____

III. FACULTY/STAFF RECOMMENDATION SECTION

Do you believe this student is ready to represent Purdue University North Central by participating in an internship? Yes No
(If no, please attach a brief letter of explanation to this document)

Additional Comments: _____

Faculty/Staff Signature: _____ Date: _____

IV. COMMUNICATION FACULTY INTERNSHIP COORDINATION SECTION

I agree to serve as the Faculty Internship Coordinator for the above student. I understand that this requires providing guidance and direction to the student and assigning the final grade based on established criteria.

Faculty Signature: _____ Date: _____

COMMUNICATION INTERNSHIP LEARNING AGREEMENT

This agreement must be completed and approved prior to registration for internship credit.

Student Name: _____

Classification: _____

Major: _____

PUID#: _____

Student Address: _____

City: _____ State: _____ ZIP: _____

Student Phone: _____

Sponsoring Firm: _____

Address: _____

City: _____ State: _____ ZIP: _____

Name of Employer/Supervisor: _____

Title: _____

Phone: _____

of Hours/week: _____ # Weeks on job: _____

490 Credit previously received: Yes No

Credit for this internship? _____

Interns learning expectations/goals (Please List)

Specific activities to be completed by the intern for the employer (Please List):

TO BE COMPLETED BY SITE SUPERVISOR:

Please state below any specific risks associated with working at the job site (e.g. exposure to hazardous materials, aggressive and/or disturbed clients, etc.)

There are no known risks at this site. _____

Signature of Site Supervisor: _____

Printed Name of Site Supervisor: _____

Date: _____

I understand the risks associated with this job site, as noted above.

Student Signature

Date

CHECKLIST

Specific activities and assignments to be completed by the intern for the faculty evaluator:

1. Weekly log-describe numbers of hours worked and specific tasks undertaken.
2. Written progress reports every 4 weeks (first Friday of each month).
3. A portfolio of completed work assignments (if applicable).
4. Conferences: midterm and finals week (with internship faculty-evaluator). *Students must call to arrange these meetings.*
5. Final Evaluation: typed double-spaced, 4-9 page summary should be submitted to faculty evaluator before the end of the regular semester. Please reference the *Key Topics* page to address this paper.

Students Final Evaluation Due Date: _____

Employer's Evaluation Due Date: _____

As participants in this agreement, we accept the terms and stated on this form.

Student Intern Signature

Date

Faculty –Evaluator Signature

Date

STUDENT EVALUATION FOR FINAL PAPER

KEY TOPICS

Use the following questions to guide you as you prepare your final report:

Were you well-matched with your sponsoring employer?

What objectives were you to reach during your internship?

Did your employer-supervisor help you reach these?

Were your responsibilities and assignments clearly explained to you?

Did assignments provide a sufficient challenge for you?

Did your coursework prepare you for the internship?

Was the internship beneficial to your studies?

What were the strong points of your internship? What were the weak points?

How would you rate your overall experience? (Please select one)

Excellent

Above Average

Average

Below Average

Poor

Totally Inadequate

What suggestions do you have for improving the internship program?

STUDENT SELF-EVALUATION

Control Number: _____

Student Name: _____

Sponsoring Organization: _____

Internship Start Date: _____ Internship End Date: _____

INSTRUCTIONS: One of the objectives of the Internship Program is to provide students with meaningful work assignments in a professional career field. Use the following rating scale to evaluate your work experience.

1= Unsatisfactory 2= Marginal 3=Average 4=Above Average 5= Outstanding

Clarity of directions from employer _____

Quality of work assignments _____

Quantity of work assignments _____

Communication with supervisor _____

Acceptance by co-workers _____

Career preparation _____

Overall rating of Internship experience _____

I feel my job is:

Very Challenging Challenging Marginally Challenging Not Challenging

Do you feel you are making a valuable contribution to the employer in this work assignment?
Please explain.

Signature: _____ Date: _____

How well did the intern perform these assignments?

Superior _____ Good _____ Average _____ Satisfactory _____ Unsatisfactory _____

Relative to the tasks assigned, what were the intern's strengths?

Based upon your experience with the intern, do you believe he/she has the basic skills, intelligence and motivation to pursue a successful career in this field?

If you had to grade the intern, what grade would you recommend? _____

I have discussed this evaluation with the intern. Yes No

I have given the Faculty-Coordinator permission to discuss this evaluation with the intern.

Yes No

Signature: _____

Date: _____

