



## Communication Internship

The University of Toledo  
College of Arts and Letters  
Department of Communication  
COMM 4940

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<b>Name:</b>	Lisa Bollman, PhD	<b>Office Hours:</b>	By Appointment
<b>Email:</b>	<a href="mailto:lisa.bollman@utoledo.edu">lisa.bollman@utoledo.edu</a>	<b>Offered:</b>	Fall, Spring, and Summer Semesters
<b>Office Location:</b>	Rocket Hall 1406	<b>Credit Hours:</b>	1-6
<b>Instructor Phone:</b>	419-530-4436		

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### DESCRIPTION AND OBJECTIVES

The Communication Internship Program provides the student an opportunity to gain valuable real-world experience in media and communication working for an organization relevant to the major while earning academic credit. The Communication Internship allows the opportunity to meet professionals, observe industry practices, and contribute meaningfully by developing specific skills related to the major. The internship experience prepares students for entry-level careers in the field of communication.

To be approved by the department of Communication, an organization or business must designate an appropriate individual to oversee and supervise the intern. The supervisor delegates tasks through the semester and at the end of the internship, provides a critical evaluation of the student's performance. Students typically use work created at the internship to put together a professional portfolio.

### ELIGIBILITY

1. Must have completed more than 60 course credits overall. Must have an overall grade point average of at least 2.75 and a minimum grade point average in the major of at least 3.0.
2. Must have completed coursework prerequisites for the internship
3. Must be current in all coursework attempted; no "Incomplete" or "Progress" grades outstanding
4. Must meet specific qualifications of job description or other qualifying statements put forth by the prospective supervisor employer

### SUPERVISOR APPROVAL

Initial contact should be made early in the semester preceding the internship. All arrangements must be confirmed and documented by the date of open registration for the internship semester. Those arrangements include a written proposal to the director of the internship program, or verbal and a signed project description agreed upon by the student/intern and the supervisor/employer. The statements of contract should detail specific conditions of the internship including the types of skills and tasks expected of the student intern and the number and schedule of hours for a typical workweek. The project description is complete only when signed by the student, his/her internship supervisor, and approved by the director of the internship program (or the Chair of the department of Communication). The contract is a legal document only in that it is the written basis for both parties for fulfillment of the terms of the internship. It is not expected to have any legal standing.



## REQUIREMENTS AND COURSE CREDIT

1. Students must work 40 clock hours per semester for one hour of Internship credit. Therefore, a 3 credit Internship requires **120 clock hours** during a semester. Students may enroll for no more than six (6) hours of internship credit in a single semester (16 hours per week). A maximum of six (6) hours of internship are applicable toward a student's degree. **Students must keep a daily or weekly log** specifying hours worked and corresponding tasks completed.
2. During **the first week of the internship, a list of at least four objectives/goals** is compiled and agreed on by both the student and the supervisor. This form is signed by both parties and returned to the department program office.
3. The **final week of classes, students will write up a 2-5 page (1200-2500 word) reflection of the internship experience and submit their daily or weekly logs that specify the hours worked and the corresponding tasks completed.** A statement by the student/intern of the duties fulfilled and an evaluation of the internship as a learning experience are appropriate. This report will be turned in to the program coordinator or the department office (Rocket Hall 1406).
4. At the end of the semester, the student/intern must arrange for **a written report from his/her supervisor/employer to be sent to the Director of the Internship Program.** The report must evaluate whether the terms of the statement of contract have been successfully met. The report should include a statement of the student's major strengths and weaknesses and overall satisfaction from the standpoint of the organization.
5. Student failure to complete any of the above will result in "NC" being awarded for the internship.

Generally students should not repeat an internship with the same supervisor or employer. Exceptions are considered on an individual basis.

Some, but not all, internships provide hourly wages or salary. In other cases where expenses for travel, parking, etc. are required, it is possible that reimbursement by the supervisor/employer might be negotiated. If not, the student must pay his/her own expenses. Any payment of expenses or wages has no bearing on the student's grade of "PS" or "NC". The distinction is based on the judgment of the supervisor/employer of the student/intern's having successfully completed the terms of the internship--the statement of contract. Students who do so will receive a grade of "PS". Students who do not succeed in this respect will receive a grade of "NC". In cases where serious disruption of the Program occurs because of illness, etc., a student may arrange to be given an "I" or a "PR".

## COURSE GUIDELINES

I am the Academic Advisor of the Department of Communication. As such I will generally be in the office 9:00 am – 4:30 pm except when I am teaching or I have administrative responsibilities away from the office. Therefore, it is in your best interest to contact my Secretary, Karon Price at 419.530.2005 to make an appointment. You may also call or email me utilizing the information listed on page one.



## INSTRUCTIONS FOR EARNING ACADEMIC CREDIT

Communication and Media Communication students are able to earn up to **6** academic credits toward their degree. The 6 academic hours can be earned with one internship, or with multiple internships. The number of credit hours students earn for internship depends on the amount of time students will spend on internship tasks over the course of the semester:

40 hours of time = 1 academic credit  
80 hours of time = 2 academic credits  
120 hours of time = 3 academic credits

160 hours of time = 4 academic credits  
200 hours of time = 5 academic credits  
240 hours of time = 6 academic credits

In order to receive credit for the internship, the following must be turned in to the Department Advisor by the last day of classes for the semester:

- The Request for Internship form, signed by you and your onsite supervisor, which lists the goals and objectives for the internship. The Request for Internship form is available from the Department Adviser or on the Department of Communication website:
- A log of hours, documenting your time spent on tasks related to your internship
- A 2-3 page paper reflecting on what you learned during your internship
- An email (or letter) from your internship site supervisor confirming that you completed your internship.

All paperwork must be submitted by the *\*last day of classes\** in order to receive credit. **Students who will not meet the deadline must contact me to avoid receiving a No Credit for the Internship.**

## ACADEMIC SUPPORT SERVICES

The University of Toledo is committed to your academic success and offers a wide array of programs and services to ensure success, here are a few examples of resources available to you:

**University Libraries:** [University Libraries](#) are your gateway to information at The University of Toledo connecting you with the resources you need for education, research, and patient care.

**Tutoring Services:** [Tutoring](#) support for all UT students is available through the Learning Enhancement Center located in the Carlson Library. Tutoring Services are offered in an array of subjects, including Writing, Math (Calculus, Statistics, and Accounting), Biology, Chemistry, and Anatomy and Physiology.

**The Writing Center:** [The Writing Center](#) provides free, face-to-face and online tutoring for writers in all disciplines. The staff there can assist you with a variety of writing assignments.

**The Counseling Center:** Transitioning to college and/or maintaining a healthy well-being while attending college can be difficult, if you or a friend ever feel overwhelmed adjusting to college or in need of crisis intervention or mental health services please contact the [Counseling Center](#).

**Center for Success Coaching:** All Undergraduate Students have an assigned a Success Coach, with the exception of Guest Students and Undergraduate with Degree (UWD) Students. The Mission of the Center for Success Coaching is to empower UT students to thrive academically, personally, and professionally from Orientation to Graduation through a holistic, student- centered approach. Success Coach is like your



personal GPS. They offer one-on-one guidance and support as you navigate from where you are now to where you want to be by: caring about all aspects of your well-being; being a non-judgmental sounding board who provides honest feedback; and providing proactive outreach and communication of key UT dates, deadlines and events. Success Coaches provided individualized support in the following areas: career exploration, development and goal setting; time management, study strategies and stress management; referrals to academic support services and other campus resources; assistance with course-related concerns, including navigating technology and communicating with professors; connections to campus engagement and experiential learning opportunities; budgeting and financial literacy. For more information on what your Success Coach can do for you, visit <http://www.utoledo.edu/successcoach/>

**Starfish:** The University of Toledo is deeply dedicated to your success as a student. You may receive notifications to your Rockets e-mail account throughout the semester based on your academic progress in this course. These notifications may include follow up outreach from Success Coaches or Academic Advisors to strategize your approach to college coursework. For more information on Starfish, visit <http://www.utoledo.edu/offices/provost/starfish/student.html>

#### **SAFETY AND HEALTH SERVICES FOR UT STUDENTS**

Please review the comprehensive list of services at [Safety and Health Contacts for The University of Toledo Students](#) as well as additional information about the [Student Food Pantry](#).

## **UNIVERSITY POLICIES**

**Policy Statement on Non-Discrimination on the basis of Disability (ADA):** The University of Toledo is an equal opportunity educational institution. Please read The University's Policy Statement on [Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance](#).

**Academic Accommodations:** The University of Toledo is committed to providing equal opportunity and access to the educational experience through the provision of reasonable accommodations. For students who have an accommodations memo from Student Disability Services, it is essential that you correspond with me as soon as possible to discuss your disability-related accommodation needs for this course. For students not registered with Student Disability Services who would like information regarding eligibility for academic accommodations due to barriers associated with a potential disability, please contact the [Student Disability Services Office](#).

**Resources Related to Sexual or Gender-based Violence and Harassment:** The University of Toledo cares greatly about the health and well-being of our students, staff, and faculty, and takes all sexual or gender-based violence and harassment very seriously.

If you have experienced sexual assault, sexual harassment, intimate partner violence, and/or stalking and want a confidential place to obtain support and information, please contact the [Center for Student Advocacy and Wellness](#) on the main campus in Health and Human Services, Room 3017. You can call 419.530.2497 during regular business hours and 419.530.3431 for 24 hour assistance from a trained advocate. In-person, walk-in appointments are also available Monday-Thursday from 8:30 a.m. to 5 p.m.



The Center for Student Advocacy and Wellness provides free and confidential advocacy and counseling services to students, faculty and staff.

The YWCA H.O.P.E. Center also can be accessed as an off-campus confidential resource at 419.241.7273.

Faculty, teaching assistants, and other university employees are mandated reporters of any incidents of sexual or gender-based violence or harassment. Thus, any disclosures of sexual or gender-based violence or harassment on or off campus made to faculty or teaching assistants, or other university employees must be forwarded to the Title IX Coordinator. The Title IX Office will then contact you regarding your rights, your option to participate in the investigation, interim safety measures and/or academic accommodations, and the need to proceed with an investigation (even if none is requested). Your participation in the process is voluntary. You may call 419.530.3152 to file a complaint or visit the following website for more information and resources: <http://www.utoledo.edu/title-ix/>. Policies relating to Title IX can be found at: <http://www.utoledo.edu/title-ix/policies.html>.

## ACADEMIC POLICIES

**Academic Dishonesty:** Academic dishonesty will not be tolerated. Please read [The University's Policy Statement on Academic Dishonesty](#).

**Missing Class:** Attendance is an important aspect of students being successful in this course. Please read [Missed Class Policy](#).

**Student Code of Conduct:** The Student Code of Conduct articulates the University's expectations of behavior for students, student groups, and student organizations and the potential outcomes to be imposed for inappropriate conduct. Please read [Student Code of Conduct](#).

**Student Grievances:** The University of Toledo recognizes a student's right to due process. The University understands the need to assure that student grievances about faculty actions are evaluated fairly and equitably and, for this purpose, UT has an established undergraduate academic grievance policy and procedures. Please read [Academic Grievance](#).



## REQUEST FOR INTERNSHIP

COMM 4940

Department of Communication

Name:	Phone:
Rocket ID:	Credit Hours to be Awarded:
	Term Awarded: Semester: Year:

Internship Company: \_\_\_\_\_

Contact/Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**DESCRIPTION OF GOALS/OBJECTIVES TO BE ACHIEVED THROUGH THE INTERNSHIP:** \_\_\_\_\_

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Student's signature: \_\_\_\_\_

**On Site Internship Supervisor's signature:**

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Please return all information in either hard copy or electronically to:  
University of Toledo, Dept. of Communication  
2801 W. Bancroft, MS 505 Toledo, OH 43606  
Phone: (419) 530-2005 Fax: (419) 530-4771