

# Communication Studies Internship Guidelines

## SPCM387

SPCM387 allows **one to three credits, depending on the hours worked** in a semester, for completion of an internship in the field of communication. Students may take a maximum of 3 internship credits to count towards their Communication Studies electives. Workload expectations are equivalent to 45 hours per credit over the course of the semester. Internship credits count towards the maximum 6 credits a student can take in experiential courses (i.e., SPCM 278 courses, 384, 386, 387, and 486). **Internship credit is to be awarded for work done during the term of enrollment ONLY.** Students should complete the paperwork and register for SPCM387 before registration closes for the semester. **NO overrides will be given for late registration.** No more than three credits total can apply toward graduation. Whether or not the student is paid is irrelevant to the obtaining of credit; however, in the case of unpaid internships, it is presumed that the hosting entity will comply with the standards set forth under the Fair Labor Standards Act.

### STUDENT ELIGIBILITY REQUIREMENTS:

- Currently majoring in Communication Studies at CSU
- Minimum 2.0 GPA
- Successful completion of SPCM100, SPCM130, SPCM200, and SPCM201 **before or concurrent with internship enrollment.**

### PURPOSE OF INTERNSHIP:

The purpose of SPCM387 is to encourage Communication Studies students to seek experience in the working world in one of the numerous areas of communication prior to graduation. Such experience should (a) augment classroom learning; (b) benefit the student in job searches after graduation, and; (c) acquaint the student with communication principles and practice outside the academic setting.

### LOCATING AN INTERNSHIP:

Internship at any type of business or organization is permissible, but the internship duties should be oriented to a career in communication. It is the student's responsibility for locating an internship for SPCM387. The student should call the organization and make an appointment to discuss a possible internship. During the meeting, the student should discuss the information contained on this sheet. If the internship is agreed to, a copy of this information should be given to the person in question. **Students with questions concerning procedures should contact the internship coordinator: Karyl Sabbath at [karyl.sabbath@colostate.edu](mailto:karyl.sabbath@colostate.edu)**

### PRIOR TO BEGINNING THE INTERNSHIP, A STUDENT MUST:

1. Submit a Student Internship Application, filled out in full, including signatures by student and supervisor, to the Department of Communication Studies [BSB A203] **Email the completed application to Christina Nelson, Dept of Communication Studies, at: [c.nelson@colostate.edu](mailto:c.nelson@colostate.edu).** Once eligibility is determined, the application will be reviewed by the SPCM387 coordinator & signed;
2. Submit a completed CSU Liability Waiver form. **Email the completed Liability Waiver to Christina Nelson, Dept of Communication Studies, at: [c.nelson@colostate.edu](mailto:c.nelson@colostate.edu).**
3. Receive approval of the intended internship from the Communication Studies internship coordinator;
4. Register for SPCM387 before the deadline for adding courses for the semester.

### STUDENT RESPONSIBILITY:

During all parts of the internship process – from locating an internship to working on-site – students should remember that they represent Colorado State University, the Communication Studies department, and they are building their professional reputation. A student who does a poor job, is not dependable, or creates problems of other kinds not only jeopardizes their own standing with the organization and their grade for the internship but will ruin the opportunity for other students who may want to work with the organization in the future. While the student is on the job, they are under the supervision of the organization.

### WORKERS' COMPENSATION:

For off-campus internships, if the student receives *any* remuneration for the internship, including but not limited to pay, room, or board, the student is NOT covered by CSU workers' compensation but is covered by the hosting entity's workers' compensation or insurance. If the student does not receive any remuneration for an off-campus internship, CSU workers' compensation covers the student. Students paid by non-University sources even though working in a University facility or engaged in University projects are not covered by CSU's workers' compensation. Students paid by CSU and working at CSU are covered by the University's workers compensation.

### GRADING REQUIREMENTS:

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| Three (3) Monthly Activity Reports           | 15% |
| End of Semester Supervisor Intern Evaluation | 25% |
| Intern Final Report                          | 40% |
| Final Public Presentation                    | 20% |

*Due dates and other course information available via Canvas.*

Email application packet (learning agreement and liability waiver form) to: Email the completed application to Christina Nelson, Department of Communication Studies, at: [C.Nelson@colostate.edu](mailto:C.Nelson@colostate.edu).