

Donald P. Bellisario College of Communications
COMM 495, Internship Program
Summer 2018
Read Carefully

Welcome to COMM 495, internship for-credit. If you have access to this internship packet, you have scheduled COMM 495. **You must be approved by the Internship & Career Placement Office to take COMM 495.** If you have not yet been approved, please go to <http://comm.psu.edu/career-services-and-internships> and complete the for-credit internship application. Return it to 208 Carnegie Building or email to sfg10@psu.edu. Each student in the Donald P. Bellisario College of Communications is allowed 6 credits of internship (COMM 495) throughout their entire undergraduate college career. You may take internships for-credit for 1, 2, or 3 credits, with a maximum of 3 credits during any semester or summer.

The following are the 8 requirements of each student taking an internship for-credit (COMM 495) after completing the internship application for-credit and being approved.

1. Must complete a minimum of 67 hours of internship work per-credit (this is mandatory to receive a passing grade). This is the Donald P. Bellisario College of Communications requirement. The internship location you choose to attend may have higher hourly requirements. You must adhere to whichever hourly requirement is higher.
2. Internship Contact Sheet (located in the Student Module) is to be completed by you, the student, on the first day of your internship **and no later than 20 days after your start date.** The Confirmation of Internship Placement form (located in the Supervisor Module) is to be completed by your supervisor, on the first day of your internship. On the first day of the internship, you the student, should submit **both forms on CANVAS.**
3. Must complete weekly journals. **Weekly journals are submitted on C A N V A S as one inclusive document on the last day of class.** Please go to the Weekly Journals (located in the Student Module) on CANVAS for details.
4. **Mid-Term Evaluations:** student and internship supervisor must complete on-line mid-term evaluations **no later than 11:59 p.m., July 6, 2018.**

Students go to - https://pennstate.qualtrics.com/jfe/form/SV_3TPBItDsdXtGpLT
Supervisors go to - https://pennstate.qualtrics.com/jfe/form/SV_6DcldBeis8YyBBX

5. Student must develop a comprehensive LinkedIn profile. Each student's profile should contain the following: Summary, Experience, Skills and Education sections related to your career interests. Please connect your LinkedIn profile to Bob Martin and Julie Miller by **11:59 p.m., July 6.**
6. **Must complete and submit an internship critique on CANVAS by the last day of class.** Please go to the Internship Critique (located in the Student Module) on CANVAS for details.
7. Must have Internship Supervisor complete on-line Intern Assessment Survey and Final Supervisor Evaluation by **11:59 p.m., August 8, 2018.** You must share the following links with your supervisor to complete both: https://pennstate.qualtrics.com/jfe/form/SV_6EkD3ArxKC18OoZ
https://pennstate.qualtrics.com/jfe/form/SV_d9Zn6ifmWZKsSAB
8. **Student Final Evaluation** (optional): This allows you to provide confidential feedback about your experience. Please go to https://pennstate.qualtrics.com/jfe/form/SV_3TPBItDsdXtGpLT

YOUR FINAL GRADE CANNOT BE POSTED UNTIL ALL REQUIREMENTS ARE COMPLETE.

TAKE THESE ASSIGNMENTS SERIOUSLY. YOUR FINAL GRADE IS DEPENDENT ON IT!!

Academic Integrity is defined as "the pursuit of scholarly activity in an open, honest and responsible manner." "One of the four [Penn State Principles](#), academic integrity is defined by the Faculty Senate as "the pursuit of scholarly activity in an open, honest and responsible manner."

Academic integrity is a basic guiding principle for all academic activity at Penn State, and all members of the University community are expected to act in accordance with this principle.

Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Please visit the University's full policy on Academic Integrity at [PSU Faculty Senate Policy 49-20](#).

As a student and a member of the Penn State Community, it is important to have a clear understanding of your ethical responsibilities. As a member of the college and a future communications professional it is especially important that you appreciate your civic obligations and cultivate strong habits of integrity and responsibility.

Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Student Disability Resources Web site provides [contact information for every Penn State campus: http://equity.psu.edu/student-disability-resources/disability-coordinator](http://equity.psu.edu/student-disability-resources/disability-coordinator). For further information, please visit the [Student Disability Resources Web site: http://equity.psu.edu/student-disability-resources](http://equity.psu.edu/student-disability-resources).

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, [participate in an intake interview, and provide documentation: http://equity.psu.edu/student-disability-resources/applying-for-services](http://equity.psu.edu/student-disability-resources/applying-for-services). If the documentation supports your request for reasonable accommodations, your [campus's disability services office](#) will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible.

Summer 2018
INTERNSHIP TIMETABLE

Review Important Guidelines and Precautionary Measures prior to acceptance of your internship (see next page).

May 14: First day of classes. You are welcome to begin your internship on this date unless you've received an exception to begin earlier.

During your **first day** on the internship:

1. You need to complete the **Internship Contact sheet**.
2. Your Internship Supervisor needs to complete the **Confirmation of Internship Placement form**.
3. Give your **Supervisor the link for the Intern Assessment Survey and Supervisor Evaluation of Student Intern**.
4. Your **Internship Contact sheet** and the **Confirmation of Internship Placement form** must be submitted to CANVAS on the first day of your internship.

YOUR COMM 495 GRADE IS DETERMINED BY THE FOLLOWING:

Weekly Journals	30%
Internship Critique	20%
Supervisor	40%
<u>Assistant Dean's Evaluation</u>	<u>10% (Robert Martin's overall evaluation)</u>
Total:	100%

THE FOLLOWING FINAL GRADE DEDUCTIONS WILL OCCUR:

1. If the Internship Contact Sheet and mid-term evaluation by student are not submitted by due dates listed on page 1, your overall grade will be reduced by 5 points.
2. If you submit your weekly journals and/or internship critique assignments past the posted due date.
*****One day to one week past due: 5 points; 3 points for each additional week. *****
3. If you combine multiple weeks into one weekly journal or skip weeks, your final grade could be reduced by multiple letter grades.

PLEASE NOTE: IF YOU FEEL THAT YOU ARE FALLING SHORT ON YOUR REQUIRED AMOUNT OF HOURS, PLEASE CONTACT OUR OFFICE IMMEDIATELY.

IF YOU NEED TO DROP THE CLASS FOR ANY REASON, YOU'LL NEED TO DO SO BY THE LATE DROP DEADLINE. BY THE UNIVERSITY POLICY, STUDENTS ARE NOT PERMITTED TO DROP A CLASS AFTER THE LATE DROP PERIOD.

IF YOUR INTERNSHIP SUPERVISOR, DUE TO LACK OF PERFORMANCE, NEGLIGIBLE ACTIONS ON YOUR PART OR INSUBORDINATION, REMOVES YOU FROM YOUR INTERNSHIP, OUR OFFICE HAS THE RIGHT TO DENY YOU FROM FUTURE FOR-CREDIT INTERNSHIPS.

IMPORTANT DATES:

Internship mid-point date determined by the start and end dates of your internship: **Mid-Term Evaluation's must be completed by 11:59 p.m., July 6, 2018.**

The following assignments are due no later than 11:59 P.M., August 8, 2018 in order to avoid any late penalty.

1. **Internship Weekly Journals – Submit via CANVAS**
2. **Internship Critique – Submit via CANVAS**
3. **Intern Assessment Survey and Final Supervisor Evaluation of student intern – Submit via link provided on first page of packet.**

It is your responsibility to make sure we receive the completed on-line Intern Assessment Survey and Supervisor Final Evaluation from your Supervisor. Although you will not be penalized, we cannot provide a final grade without these two requirements.

**PRECAUTIONARY MEASURES
TO TAKE BEFORE AND DURING YOUR INTERNSHIP
FOR-CREDIT STOP!!!**

Before you say the words “**I ACCEPT THIS INTERNSHIP OPPORTUNITY,**” as a College of Communications student taking an internship for-credit, please make sure you are aware of the following information and have taken the following necessary precautions:

1. You are familiar with the expectations of your internship supervisor and what is required of you as an intern.
2. You have determined your own goals and expectations for the internship and you have made your internship supervisor aware of your goals and expectations.
3. You and your supervisor have agreed to start and end dates for your internship and hourly requirements for each week.
4. Please read carefully Penn State’s Policy on Sexual Harassment (received with your approval letter) before you begin your internship. If any concerns or problem should arise regarding any type of harassment, you should immediately call Robert Martin at (814) 863-4674.
5. Check with your internship supervisor on vacation/sick day policy. Make sure you are clear on whom you should contact if you are going to be late or sick. Make sure you follow the company’s proper procedure when calling in sick or late.
6. Become familiar with company vehicle use by an intern before operating any company vehicle while on the internship.
7. Make sure you familiarize yourself with any other policies and/or restrictions of your internship location.

OTHER IMPORTANT GUIDELINES

1. You are considered a full-time student when taking COMM 495, the internship for-credit course, even if you are taking less than 12 credits.
 - a. Make sure you are covered under your own personal/family health insurance plan. Penn State University and the College of Communications do not assume liability or health insurance for any student while on the internship.
 - b. As a student interning for-credit during the FALL or SPRING semesters and not taking any other classes, you should make certain that you are not considered to be in default of any financial aid you have received.
2. If the supervisor of your internship or any other employee asks you to involve yourself with a job that jeopardizes your health, you should not perform the task and immediately call Robert Martin, Assistant Dean for Internship and Career Placement at (814) 863-4674.

Should you have any other questions during your internship, please do not hesitate to call our office at (814) 863-4674.

Weekly Journals—Students enrolled for-credit through Communications 495 must complete *weekly journals*. Each weekly journal should have the date and the number of hours worked for that week on the top, right-hand side of each journal (e.g., For the week of **May 14 – 18, 2018; 15 hours**). Please document your hours and date in **BOLD type**. Keep a continuous document containing all your weekly journals and submit this document on or before the due date. Your final grade will be reduced if you skip weeks or combine multiple weeks into one weekly journal entry.

You are always free to include anything else in your weekly journals. The single document that includes all of your weekly journals is due on the last day of class for the semester even if your internship continues beyond this date. If hourly requirements have not been met by this date, submit a final weekly journal documenting the necessary additional hours upon completion.

***** You may stop doing your weekly journals once you have exceeded the minimum required hours, however, you must complete a minimum of five weekly journals even if it took you less than five weeks to complete the minimum required hours.**

Journals should be typed, double-spaced and no larger than 12-point font and should address the following points:

1. What happened in retrospect? How did you spend your time? With whom? What did each of you do?
2. What did you learn? What were your objectives for the week? Did you meet your objectives?
3. What, if anything, would you like to change with regard to your objectives, goals, strategies, or techniques?
4. What progress notes would you make regarding your experience?
5. What observations do you have about your working environment?

*****The average number of journal pages per-credit, should be as follows:**

- *One credit should average 1 page.*
- *Two credits should average 1.5 pages.*
- *Three credits should average 2 pages.*

Internship Critique—Each student must also submit an internship critique (final paper). **The internship critique is a typed, double-spaced and no larger than 12-point font paper and should cover the following points below.**

PLEASE INCLUDE THESE FIRST THREE ITEMS IN THE FIRST THREE SENTENCES OF YOUR INTERNSHIP CRITIQUE:

1. On a scale of one to ten, one being dissatisfied and ten being extremely satisfied, how would you rate your internship experience?
2. How did you find the internship (e.g. CareerAdvisor email; personal contact; internship database; on-line description, etc.)?
3. Should the internship be for a first-time intern or second-time intern?

The rest of the Internship Critique should include:

1. How valuable was the internship?
2. Assess with candor the strengths and weaknesses of the internship experience.
3. Include advice you might have for future interns.
4. How did your internship relate to or supplement what you have learned in your Penn State courses?
5. How did the internship affect your career goals?

*****The average number of critique pages per-credit, should be as follows:**

- *One credit should average 3-4 pages.*
- *Two credits should average 4-5 pages.*
- *Three credits should average 5-6 pages.*

INTERNSHIP CONTACT SHEET

Donald P. Bellisario College of Communications
Penn State University

Students must complete this form on the **first day** of your internship and no later than 20 days from the start date. Submit it through CANVAS along with Confirmation of Internship Placement Form.

Date: _____

Intern's Name: _____

Intern's e-mail: _____

Intern's Cell Phone: _____

Intern's Major: _____

Organization Name: _____

Organization Address: _____

Supervisor's Name and Title: _____

Supervisor's Phone: _____

Supervisor's e-mail: _____

Intern's Phone Number at Work: _____

Hours May be Reached: _____

Date Internship Begins: _____

Date Internship Ends: _____

Directions to Location of Internship (if applicable): _____

Other Contacts and Phone numbers other than Supervisor: _____

*****STUDENTS: PLEASE PROVIDE THIS PAGE TO YOUR SUPERVISOR ON THE FIRST DAY OF THE INTERNSHIP.*****

Internship Supervisor:

We place the bulk of the responsibility for paperwork and requirements on the student intern. However, we have a few requirements of you, as the supervisor of the for-credit internship:

1. Confirmation of Internship Placement Form. This form is used to track our students, confirm the location of their internship and the start date of the internship. Please complete this form (on the first day of the internship) and give it to your intern. The student intern will submit it to the Donald P. Bellisario College of Communications Internship and Career Placement Office via CANVAS, our web-based portal.
2. Mid-Term Evaluation: Supervisor must complete the on-line Mid-term evaluation of student by the mid-point date of the internship. This mid-point date is determined by the start and end dates agreed upon by the student and supervisor. Please go to https://pennstate.qualtrics.com/jfe/form/SV_6DcldBeis8YyBBX to complete the Mid-term evaluation. **Mid-Term Evaluation's must be completed by 11:59 p.m., July 6, 2018.**
3. **Must complete Intern Assessment Survey and Final Supervisor Evaluation at the end of the internship and before the due date of Wednesday, August 8, 2018.** Please go to https://pennstate.qualtrics.com/jfe/form/SV_6EkD3ArxKC18OoZ to complete the Intern Assessment Survey. The Final Supervisor Evaluation can be found here https://pennstate.qualtrics.com/jfe/form/SV_d9Zn6ifmWZKsSAB. *Note: your student intern cannot receive their final grade until you have completed these requirements.*

Student Intern: it is your responsibility to be aware of the items listed above and to make sure your internship supervisor has properly executed these requirements.

*****THIS LETTER DOES NOT INDICATE THAT THE STUDENT HAS REGISTERED FOR CREDIT. PLEASE ASK FOR A LETTER OF CREDIT TO VERIFY THE ENROLLMENT STATUS OF THE STUDENT.*****

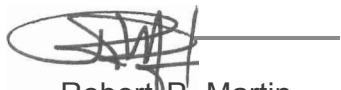
Dear Internship Supervisor:

Your organization has been approved by Penn State's Donald P. Bellisario College of Communications to accept interns for this semester. On the first day of your intern's assignment, please complete and sign the following Confirmation of Internship Placement form. It is your student intern's responsibility to return this form via our on-line portal, CANVAS, on the first day of the internship.

The signed form will confirm that a Penn State student from the Donald P. Bellisario College of Communications has been placed with your organization as a registered intern.

Thank you for your participation in the College's internship program and being an integral part of its success. Please do not hesitate to call our office at any time if we can be of assistance at (814) 863-4674.

Sincerely,

A handwritten signature in black ink, appearing to read 'R. P. Martin', is written over a horizontal line.

Robert P. Martin
Assistant Dean for
Internships and Career
Placement

Confirmation of Internship Placement Form

Donald P. Bellisario College of Communications
Penn State University

Supervisor must complete this form and give it to the student intern. Your intern is responsible for submitting this form on-line via CANVAS, our web-based portal, on the **first day** of the internship and no later than 20 days from the start date.

Date: _____

Company Name & Address: _____

Supervisor's Name & Title: _____

Supervisor's Phone: (_____) _____

Supervisor's email: _____

Intern's Name: _____

Intern's Position: _____

Intern's Phone Number at work: (_____) _____

Date Internship Begins: _____

Date Internship Ends: _____

Is the Internship paid or unpaid? _____

Is credit required? YES ____ NO ____

How many internship work hours are required per week? _____

Please sign below to accept the above named student as an intern with your organization for the period listed above. Once again, thank you for your participation.

Supervisor's Signature