

COMMUNICATION STUDIES INTERNSHIP

POLICY STATEMENT

The Communication Studies Department strongly recommends the internship experience as a means of linking theory, practice and preparing our students to work effectively in mass media, journalism, broadcasting, organizational communication, human relations and public communication.

This policy statement explains the expectations and the requirements of our internship program as well as the cooperative relationships among the sponsoring agency, the department and the student.

INTERNSHIP GOALS

1. The internship should provide the student with on-the-job experience, which is both practical and purposeful. The student should be able to apply skills and concepts learned in the classroom and acquire new competencies and understanding under the guidance of a supervisor or mentor in the sponsoring agency.
2. The internship experience should develop the student's appreciation of professional quality, commitment and cooperation in work relationships and organizational practices. There should also be an opportunity to learn teamwork and practice communication competencies.
3. One of the most important aspects of the student's internship experience should be the opportunity to understand the WHY as well as the HOW of work performed within a specialized professional organization.
4. The internship should be part of an overall academic process based on individual learning goals and integrated professional experience that helps to link theory and practice.

The internship agreement is a commitment to a particular agency and should be honored. If, however, for some unforeseen reason the student must withdraw from the internship with the sponsoring agency, the intern must first contact the director and then talk with his or her supervisor. The agency should have two weeks notice of withdrawal.

This Policy Statement emphasizes the importance of cooperation and communication among the Department, the Agency, and the Student Intern.

UNIVERSITY OF MISSOURI-KANSAS CITY COMMUNICATION STUDIES DEPARTMENT

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Internship Eligibility Requirements

In order to qualify for a Communication Studies Department internship, you must meet specific criteria.

- Be a Communication Studies major **or** a Bachelor of Liberal Arts (BLA) major
- Preferably a Junior or Senior
- Have Completed at least **9** hours of Communication Studies courses
- Have good academic standing with at least a 3.0 GPA in Communication Studies courses
- Complete application materials

The Internship course number is ComS 484. Each intern is required to sign up for at least one credit hour.

- **One Credit Hour** requires 75 Hours of internship work.
- **Two Credit Hours** requires 150 Hours of internship work.
- **Three Credit Hours** requires 225 Hours of internship work.
- **Four Credit Hours** requires 300 Hours of internship work.

Internship credits count toward your major, and for the number of 300/400 level classes toward graduation. Internship opportunities can be found through the UMKC Career Center's website CareerExec.com, and by visiting the department office or Dr. Kurz' office. We will not award credit for previous work done in an unregistered internship or part-time job.

Communication Studies 484 Internship Process Checklist

- € Make an **appointment** with the Intern Director.
- € Meet to **discuss** learning goals and internship options.
- € Complete Application for a Communication Studies Internship
- € Find an Internship Opportunity
- € (Internships **are not** permissible for 1st semester graduate students)
- € **Contact** Agency and interview.
- € **Decide** on Agency and **verify** with director.
- € **Sign** Intern Requirement Agreement.
- € **Get** Consent Form and Register for Internship (**ComS 484**).
- € **Complete** Initial Agreement and return form to Director.
- € **Begin** Internship.

- € **Meet** with Internship Director after two or three weeks.
- € **Attend** Midterm Meeting & Submit Mid-Term Progress Report
- € **Attend** Final Group Meeting and submit End of Internship Progress Report
- € **Prepare** Individual Assessment/Narrative Reflection Paper and Submit.
- € **Request** and submit letter of recommendation from current internship supervisor on company letterhead.
- € **Attend** Required Internship Final Meeting (you will be notified when this is scheduled)
- € **Receive** course grade based on departmental and supervisor evaluations all required paperwork.

Internship Requirements and Grading Procedures

Your internship file begins with the return of your:

- **Application for a Communication Studies Internship** and
- **Initial Intern Agreement.** This should be completed in discussion with your supervisor during the interview process.
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You will receive a letter grade in this course based upon the following:

- **Meetings with the Director**
At least two meeting with the internship director are required. This includes the initial meeting, one after the first two or three weeks of the internship and a discussion of the **Middle of Internship Progress Report**. These meetings will provide an opportunity to discuss progress, review your learning goals, assess performance, discuss concerns and plan for integration and application. You are responsible for calling to schedule these meetings. They are worth **10%** of your grade.
- **Group Meeting**
You are **required** to attend an interactive group session at the completion of your internship. Be prepared to show some of your work. The final meeting date will be by arrangement at the end of each semester. These meetings are mandatory for all interns. They are worth **40%** of your grade.
- **Final Paperwork**
Your final paperwork will include:
 - 1) Individual Assessment/Narrative Reflection – please report on **Preparation** – How did your courses and class work prepare you for your internship? Describe specific topic, theories and ideas that were useful.

Knowledge and Skills – What were the most important things that you learned during the internship? Relate these learnings to specific activities and experiences in your internship.

Integration – How does the Internship fit into your career or graduate study? Write about the value of the internship experience in relation to professional development.

Evaluation – How would you evaluate your overall performance in the internship? Support your answer with specific examples.

- 2) End of Internship Progress Report

- 3) Letter of Recommendation from your supervisor on company stationery.

- 4) Agency Supervisor Evaluations. At the end of your internship, the Internship Director will send an evaluation form to your supervisor who will assess your performance and return the evaluation to the director. This evaluation will be worth **50%** of your grade.

Communication Studies Internship Application

Name _____ Student ID Number _____

Address _____ City _____ State _____ Zip _____

E-mail address: _____

Type of Internship sought: (Example, Journalism, Marketing, PR, TV, Radio...)

Are you currently an Intern? _____

Current level (Freshman, Sophomore, Junior, Senior) _____

Communication Studies Courses Completed			Current Coursework	
Course #	Title	Grade	Course #	Title

Current GPA in Major _____

Are you a Transfer Student? _____ From which Institution? _____

Are you presently employed? _____ If Yes, how many hours per week? _____

Special Skills or Work Experience _____

What is your career objective? _____

Are you planning to go to Graduate School? _____

Why do you want an Internship? _____

Initial Intern Agreement

Interns: Complete this form in discussion with your supervisor before you begin your internship or on your first day of work. **Return this form to the Internship Director immediately. You are not officially approved to participate in an internship until this form is returned to:**

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UMKC Communication Studies Department
5100 Rockhill Road, 103C Manheim Hall
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p) 816-235-5846 * f) 816-235-5539

Intern's Name _____

Agency: _____ Supervisor _____

Phone #: _____ E-mail Address _____

This Agreement is effective from _____ 20__ to _____ 20__

Hours Per Week: _____ Credit Hours: _____ Paid Internship _____ Unpaid Internship: _____

Interns: Please briefly outline your primary goals for your internship, skills you hope to gain, experience you hope to acquire etc. _____

Supervisors: Please provide a brief job description for this intern _____

All parties understand that the Agency, UMKC, or Student may decide to terminate involvement with the particular Practicum or Internship experience at any time, but with timely notices to the other participating parties.

Signatures:

Agency Supervisor:

Name: _____ Title: _____

Company/Agency: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____

X _____ E-Mail: _____
Signature of Supervisor



Internship Coordinator:

Name: Linda Kurz Ph.D. Title: Internship Coordinator

Company/Agency: University of Missouri-Kansas City

Address: 5100 Rockhill Road, 202 Haag City Kansas City State MO Zip 64110

Phone: 816-235-5846 Fax: 816-235-5539

X _____
Signature of Coordinator



Agreement: I have read the Policy Statement, completed the application and I understand my role and responsibilities as they pertain to participating in the UMKC Internship Program through the Communication Studies Department

Student:

Name: _____ Stu. ID Number _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ E-mail:*

*You must utilize your UMKC Exchange e-mail account for Internship related correspondence.

X _____
Signature of Student

Middle of Internship Progress Report – Due at Mid-Term

Today's Date: _____

Name of Intern: _____

Name of Employer: _____

Name of Supervisor: _____

Projects I am working on:

Specific Activities I have performed:

How these activities are helping me reach my internship goals:

Skills I am working on:

Things on which I have improved:

Things I would like an opportunity to do:

Comments:

Interns Initials

Supervisor's Initials

[Return to UMKC Internship Coordinator](#)

End of Internship Progress Report – Due at End of Semester

Today's Date: _____

Name of Intern: _____

Name of Employer: _____

Name of Supervisor: _____

Projects Completed:

What I have learned, Experience I have gained:

What is your perspective toward a career in your internship area?

Assess your current progress on achieving your goals:

In what ways has your supervisor contributed to your learning goals?

Things I would have changed:

Comments:

Interns Initials

Supervisor's Initials

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