Experience is not what happens to a person, 
It is what that person does with what happens. 
—Aldous Huxley
**Internship Qualifications**

The following requirements must be met for all students applying for an internship:

1. Have completed half (18 hours) of the 36-hour major requirements, including the necessary skills courses in your major.
2. Have a grade point average of 3.0 in major courses.
3. Have an overall grade point average of 2.5.
4. Submit an internship application (attached) to the internship coordinator and the director no later than the end of the second week of the semester.

**Internship Application Procedure**

To arrange an internship, the following steps must be completed in order:

1. Review the internship qualification requirements to determine if you are eligible.
2. If eligibility requirements are met, discuss your internship interests with your faculty adviser to determine the organization at which you will intern and the semester during which you will intern.
4. Contact the internship supervisor/coordinator at the organization at which you hope to intern and make an appointment to discuss your proposed internship. *(Note: Some organizations may require interviews with potential interns and select one or more interns based on the organization’s needs and the interns’ qualifications.)*
5. Meet with the internship supervisor/coordinator and discuss the internship policies/procedures of the organization. *(Note: Internships require of 160 total hours during the semester. This averages to 12 hours per semester for fall and spring and 20 hours per week for the summer.)*
6. If the organization accepts you as an intern, have the internship supervisor/coordinator complete Part 2 of the Internship Application. These individuals also must be noted on the school’s internship provider list compiled from a form also on the school’s website. If the internship provider has not yet completed the form to be added to the provider list, this form should be submitted with the internship application.
7. Make a copy of all this information for yourself (and for your internship provider if requested).
8. Submit the originals for the internship application to the School’s internship coordinator.
9. Take the applications to the director for a signature. Copies will be made for the internship coordinator and you will be enrolled in the class by someone in the school office.
10. Meet your assigned internship supervisor/coordinator and set your work schedule.
**Internship Advice**

Most students find the internship experience rewarding and fulfilling. Remember ADAP to help your internship experience be successful.

*Attitude*—be eager to learn and find projects on your own. Showing initiative and being a pleasant coworker will make you a valuable member of the team.

*Dependability*—showing up to work on time each time you are expected is important. Interns who fail to show up or who are habitually late may be fired from their internship positions.

*Appearance*—be well-groomed and dress appropriately.

*Professionalism*—internships lead to professional contacts that become important when you enter the job market. Be confident and courteous, ambitious and friendly.

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**Internship Requirements**

To successfully complete the requirements of your internship, each student must:

1. Keep a **daily** log that describes and explains what you did each day during your internship. Two or three sentences after each day’s work will suffice. This must be turned in with your midterm report and final report (see below).
2. Develop an internship portfolio that includes **samples of the work** you executed during your internship. Submit this at the conclusion of your internship in a format that is attractive and easy to use.
3. Write two reports, one at midterm and one at the conclusion of your internship. These reports should discuss your internship experience (see attached guidelines).
4. Make sure your internship supervisor/coordinator completes and submits an evaluation form (attached). **(Note:** This evaluation form may be completed and submitted via the School’s website--www.usm.edu/mcj)
5. Make sure you complete and submit an evaluation form (attached).
Special exception:
From time to time, a student has a unique opportunity to do an internship and does not have the required hours and/or GPA to do so. If the student wants to pursue an internship without the required status, he or she must complete the form below and secure his or her adviser’s signature. This must be submitted with the Internship Applications Part 1 and Part 2.

Name _________________________  Student ID # ____________________________

Adviser ________________________

I wish to pursue this internship during the _____ Fall _____ Spring _____ Summer semester of ____________ (year).

I meet the internship qualifications:

___ I have completed half (18 hours) of the 36-hour major requirements, including the necessary skills courses in my major.
___ I have a grade point average of 3.0 in major courses.
___ I have an overall grade point average of 2.5.

I have my faculty adviser’s permission to pursue an internship.

______________________________  ____________
(Adviser’s signature)                Date
**Internship Application**

Part 1: *To be completed by the student*

You must complete the following form and get the appropriate signatures *before* you will be enrolled in the internship class for the semester.

Name________________________________________________ Date________________

Student ID_______________________ Major/Emphasis Area____________________

GPA in Major________ Overall GPA_______

Hours completed at USM______________ Hours completed in major______________

Local address_______________________________________ Phone_______________

USM email address__________________________________________

Home address_______________________________________ Phone _______________

Home email address (if applicable)________________________________________

Semester of proposed internship  ____ Fall  ____ Spring  ____ Summer  Year________

Proposed internship provider:

Name_____________________________________________________________

Address___________________________________________________________

______________________________________________________________

Phone_______________ Website address (if applicable)____________________

Internship supervisor/coordinator (name and title)

________________________________________________________________________

Description of proposed internship responsibilities:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

_____________________________________________________________

Approved:

Internship Coordinator________________________________ Date________________

Director ___________________________________________  Date________________
Internship Application
Part 2: To be completed by the Internship Supervisor/Coordinator

Internship Organization__________________________________________________________

Internship Supervisor/Coordinator (name and title)
__________________________________________________________ Date

Dates of internship:________________ Is this internship paid? ____ no ____ yes
Projected weekly schedule for intern__________________________________________
Description of internship duties:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

How should we contact you? You will be contacted at least twice during the internship
period by someone in the School. Please indicate how you would prefer to be contacted
(choose one):
_____ Email (email address__________________________________________________________)
_____ Phone (office phone number________________________________________________)
_____ Other (please describe)________________________________________________

Please read before signing: I understand that this internship is a learning experience for
this student and that as his/her internship supervisor/coordinator I will provide
opportunities for the student to learn more about his/her chosen career, build his/her
portfolio, and/or establish professional contacts. Furthermore, I understand that this
intern is to be evaluated by his/her internship supervisor/coordinator twice during the
term of the internship.

Signed____________________________________________________  Date_________
Internship Supervisor/Coordinator

Signed____________________________________________________  Date_________
Student

Signed____________________________________________________  Date_________
MCJ Internship Coordinator

Signed____________________________________________________  Date_________
Director
Guidelines for Student’s Internship Reports

Each intern is required to turn in two formal reports concerning the internship experience to his/her faculty advisor in accordance to the following guidelines:

Report 1: (Due on the date below).

This report is to be three to four pages of double-spaced, typed copy which contains:

1. A list and explanation of all duties assigned by the internship provider.
2. An explanation of the work completed so far.
3. A review/explanation of the challenges you have faced
4. How you have managed these challenges.
5. What your outlook is or expectations are for the remainder of the internship.

Report deadline is ____________________________  This is to be filled in at the beginning of the internship.

Report 2: (Due on the date below).

This report is to be five to seven pages of typed, double-spaced copy which contains:

1. A summary of what you did during the internship.
2. An explanation of the professional advancements and accomplishments this internship has provided for you.
3. An analysis of the similarities and differences between the internship and the classroom experience.
4. Your feelings about the value of the internship program and your experiences in this internship.
5. Your feelings about the internship provider and how they worked with you as an intern.
6. Your explanation of what this internship will provide for you as you seek employment following graduation.

Report deadline is ____________________________  This is to be filled in at the beginning of the internship.
Intern Evaluation
To be completed at the midpoint and the completion of the internship

Students earn grades for internships much like any other class at USM. Please take a few minutes to complete this evaluation form to help us determine a fair grade for your intern. Midterm evaluations are used to assess the intern’s progress and to monitor your satisfaction with him/her so that adjustments may be discussed with the intern if needed. The final evaluation will be used to help determine a grade for this intern. He/she will also complete two reports, turn in a daily log of his/her activities, and submit a portfolio for evaluation that will be used to determine a grade. Thank you for taking time to help us with this task.

Intern’s name__________________________________ Intern’s major ____________________
Supervisor’s/coordinator’s name____________________________________________________

___Midpoint evaluation ___Final evaluation ___ Fall ___ Spring ___ Summer semester

Please rate the intern on the following attributes (circle appropriate number).

1. How dependable was the intern concerning his/her work schedule?
   Not dependable at all 1 2 3 4 5 6 7 8 9 Extremely dependable

2. How much initiative did the intern show (asking for and/or finding work)?
   No initiative at all 1 2 3 4 5 6 7 8 9 Very much initiative

3. What kind of attitude did the intern exhibit toward his/her work?
   Very poor attitude 1 2 3 4 5 6 7 8 9 Excellent attitude

4. What kind of attitude did the intern exhibit toward supervision?
   Very poor attitude 1 2 3 4 5 6 7 8 9 Excellent attitude

5. How would you rate the intern’s appearance?
   Untidy/unkempt 1 2 3 4 5 6 7 8 9 Very neat

6. How would you rate the quality of the work this intern produces?
   Very low quality 1 2 3 4 5 6 7 8 9 Very high quality

7. How would you rate the quantity of the work this intern produces?
   Very low output 1 2 3 4 5 6 7 8 9 Extremely high output

8. Overall, how would you assess this intern?

   Very unsatisfactory 1 2 3 4 5 6 7 8 9 Very satisfactory
Please tell us about the kinds of work this intern did for you during the internship. Please assign a percentage indicating the time spent doing that work. For example: John/Mary Jones primarily worked on our company newsletter during his/her internship here. S/he spent 40 percent of the time writing; 50 percent of the time designing; and 10 percent of the time gathering information for the newsletter.

Please comment on the intern’s overall performance, strengths and weaknesses during this internship.

Based on the intern’s performance in this internship, what do you think his/her chances for success are in the field?

Please rate this intern’s writing skills on the following criteria. (Note: Please skip this section if this student’s tasks during his/her internship are not applicable.)

1. Style and grammar
   
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2. Accuracy
   
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4. Creativity
   
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5. Overall writing quality
   
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Using the grading scale below, how would you rate this student’s work during his/her internship? (Please attach additional pages if necessary).

A     B     C     D     F

Signature of internship supervisor/coordinator:

______________________________________________  Date_____________________
Internship Evaluation
To be completed by the intern at the completion of the internship

Please take a few minutes to complete this evaluation form to help us assess the value of your internship. (Note: Your answers will in no way influence your grade. This information about your internship and other students’ internships will be compiled into a database that will be used to evaluate the overall internship program and find ways to improve the internship experience. Four items will be used to determine your grade: your daily log that describes your internship experience, the two reports detailing your internship experience, your portfolio that includes examples of your internship work, and the evaluation your internship supervisor.)

Student’s name_________________________________________  Date _____________

Internship provider________________________________________________________

Supervisor’s name and title________________________________________

Please rate yourself on the following attributes (circle appropriate number).

1. How dependable do you think you were concerning your work schedule?
   Not dependable at all 1 2 3 4 5 6 7 8 9 10

2. How much initiative do you think you showed (asking for and/or finding work)?
   No initiative at all 1 2 3 4 5 6 7 8 9 10

3. What kind of attitude do you think you exhibited toward your work?
   Very poor attitude 1 2 3 4 5 6 7 8 9 10

4. What kind of attitude do you think you exhibited toward your coworkers?
   Very poor attitude 1 2 3 4 5 6 7 8 9 10

5. What kind of attitude do you think you exhibited toward supervision?
   Very poor attitude 1 2 3 4 5 6 7 8 9 10

6. How would you rate your appearance during your internship?
   Untidy/unkempt 1 2 3 4 5 6 7 8 9 10

7. How would you rate the quality of the work you produced?
   Very low quality 1 2 3 4 5 6 7 8 9 10

8. How would you rate the quantity of the work you produced?
9. How would you rate the progress you made during this internship?
   No progress at all  Extremely quick learner
   1  2  3  4  5  6  7  8  9  10

10. Overall, how would you assess yourself?
    Very unsatisfactory  Very satisfactory
    1  2  3  4  5  6  7  8  9  10

Please rate the internship on the following characteristics.

1. Portfolio development
   Very little opportunity  Excellent opportunity
   1  2  3  4  5  6  7  8  9  10

2. Professional contacts/networking
   Very little opportunity  Excellent opportunity
   1  2  3  4  5  6  7  8  9  10

3. Insight into what professionals in my chosen major do
   Very little opportunity  Excellent opportunity
   1  2  3  4  5  6  7  8  9  10

4. Overall learning experience
   Very little opportunity  Excellent opportunity
   1  2  3  4  5  6  7  8  9  10

Using the grading scale below, how would you rate your work during this internship?

A+  A  A-  B+  B  B-  C+  C  C-  D+  D  D-  F

Source of Internship Information

How did you obtain information about this internship? (check the appropriate response)
   ____ from a list of internship providers maintained by the School
   ____ from an announcement made in class
   ____ from a speaker ____ in class ____ at a student meeting ____ at a conference
   ____ from the internship provider
   ____ from a conversation outside of class or a meeting with a professor.
   ____ from a list of internship providers maintained by another USM office (please indicate which USM office)
   ____ other (please describe)
School of Communication Internship log

Intern’s name: ___________________________________________________________
Internship supervisor: ___________________________________________________
Internship location: _____________________________________________________

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Total hours completed  __________