

Internship Guide and Application

SCHOOL OF MEDIA & COMMUNICATION

UNIVERSITY OF SOUTHERN MISSISSIPPI

*Experience is not what happens to a person,
It is what that person does with what happens.*

--Aldous Huxley

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.

Internship Qualifications

The following requirements must be met for all students applying for a class-credit internship:

1. Have a 2.0 or better GPA.
2. Attend an internship information session to get instructions on how to pursue and acquire an internship.
3. Obtain permission from his or her adviser (see form, page 4).
4. Submit an internship application (see application, pages 5 and 6) to the internship coordinator and the director no later than the end of the second week of the semester.

Internship Requirements

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

1. Develop an internship portfolio that includes **samples of the work** you executed during your internship.
2. Write a report at the conclusion of your internship. The report should discuss your internship experience.
3. Make sure your internship supervisor/coordinator completes and submits an evaluation form. This evaluation form may be completed and submitted via the school's website.

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. Attend an internship information session to get instructions on pursuing a class-credit internship option.
3. Find an internship with an individual or firm already approved by the school as a provider or one that could complete the approval process prior to the beginning of the internship. Please see list of approved providers is posted on the School of Communication internship website.
4. Complete Part 1 of the Internship Application. Part 1 elicits information about you and the proposed internship.
5. Have the internship supervisor/coordinator at the organization at which you hope to intern complete Part 2 of the internship application. The provider and the student should sign the bottom of the form.
** **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.
6. Once the student has the adviser's permission slip and Parts 1 and 2 of the internship application completed, submit all three forms to the internship coordinator either in person or via email.
7. Internships require **160 total hours** of work during the semester. This averages 10-15 hours per week during fall and spring semesters and 20 hours per week during the summer.
8. Make a copy of all this information for yourself (and for your internship provider if requested).
9. Meet your assigned internship supervisor/coordinator and set your work schedule.

Adviser permission form:

The student listed below would like to do an internship for class credit in his or her field.

Name _____ Student ID # _____

Adviser _____

This student intends to pursue the internship during the _____ Fall _____ Spring _____
Summer semester of _____ (year).

_____ This student has a 2.0 GPA at the University of Southern Mississippi.

_____ This student has completed enough course work in his or her field of study to be
successful at an internship during the semester designated above.

_____ This student has my permission to pursue an internship during the semester
indicated above.

(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 Report

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

This report is to be three to four pages of double-spaced, typed 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.
 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.
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