

# **Internship Program Guidelines**

## **Mass Communication and Communication Studies Majors**

### **Internship Registration Deadlines**

Registration for all internships in Mass Communication and Communication Studies should be completed within 3 weeks of the first day of classes for fall and spring semesters, and by the last day of drop/add for minimester and summer semesters. The internship search and approval process typically takes four or more weeks. Please contact the Unit Coordinator in each track or the Advising Coordinators for any questions regarding the internship.

### **Step 1: Understand the Eligibility for Internship**

You are eligible for an internship when you meet the following academic requirements:

- Earned units: 60 or more (junior/senior status)
- Overall GPA: 2.75 or higher
- Major GPA: 3.0 or higher (see Attachment A for calculating Major GPA)
- MCOM students: Acceptance into the major (NOT Pre-MCOM status)
- COMM students: Declared major in Communication Studies
- Successful completion (C or better grade) of the “gateway” course in the track or major in which you want to earn internship units. The courses are:
  - Advertising track: **Principles of Advertising** (MCOM214)
  - Public Relations track: **Principles of Public Relations** (MCOM253)
  - Journalism track: **Newswriting** (MCOM255) for students under Catalogue 2007-2008 and before, or **Journalism & New Media II** (MCOM258) under Catalogue 2008-2009
  - Communications Studies major: completion of **12 credits in Communication Studies**

You can register for an internship only if you have met the above academic requirements.

### **Step 2: Start the Internship Search and the Approval Process**

- Make a list of your objectives/goals for your internship.
- Identify potential internships in which you could meet your goals/objectives and rank internships by preference. Potential internships may be found through the Career Center web site [www.towson.edu/careercenter](http://www.towson.edu/careercenter) ([Hire@TU](mailto:Hire@TU)), or through your personal search (e.g., personal network, career fair, on-line job search outside TU, etc.).
- Also refer to the list of pre-approved internships in each track. The list is available in the department office (MC114) and updated at the end of each fall and spring semester.
- It is strongly recommended that you discuss the job description with the Unit Coordinator of the respective track in MCCA (Attachment B, page 4) before you send out the resume if you want to pursue an internship not included in the pre-approved list. Otherwise, the internship you obtained may or may not be approved for TU academic units.
- Send out your resume and cover letter to employers; follow up with a phone call within a week.
- Schedule and attend interviews with employers. If the interview is successful, *ask your prospective employer complete the Internship Description Form (Attachment C, page 5) and/or write a separate job description on the company’s official letterhead, signed by the internship supervisor. Job description should include details on specific tasks, and the approximate percentage of internship hours that will be spent on each task.*
- For an internship not on the pre-approved list, schedule an appointment with the Unit Coordinator of the respective track in MCCA (Attachment B, page 4) and bring:
  - Job Description Form (Attachment C, page 5) signed by the employer with an attachment of the job details.

- Brief company information including the type of business, number of employees and the years in business.
- Once approved, accept the internship and confirm the start date with the employer.
- Students should NOT start an internship before obtaining an approval. Any hours earned prior to the approval do not count toward the internship units.

### **Step 3: Meet with Your Internship Faculty Advisor**

- Select a faculty member whom you will ask to serve as your internship faculty advisor. See attachment B, page 4 for the list of internship faculty advisors. The advisor must be a full-time faculty in the track of your internship.
- Schedule a meeting with the faculty and receive his/her agreement to serve as your internship faculty advisor. Bring the following items to the meeting.
  - Job description form: needs an approval by the Unit Coordinator if not pre-approved. (Attachment C, page 5)
  - Your most recent Degree Progress Report.
  - Calculation of the Major GPA (Attachment A, page 3)
  - Internship Registration Form (Attachment D, page 6)
  - A Special Permit Form. The form is available from the Department Office in MC114.
  - The following Internship Forms printed from the Career Center Website <http://www.towson.edu/careercenter/student/forms.asp>.
    - Mid Semester Evaluation Form
    - Final Evaluation Form
    - Learning Plan
    - Work Hours Log
    - Student Evaluation Form
- Your internship faculty advisor will
  - Determine the number of units you may earn from the internship. The decision depends on the breadth and depth of the learning from the internship as well as the number of your internship hours. Most internships are 1-3 units. Every 40 hours of approved internship is worth 1 unit.
  - Assign a special permit number so you may register on-line or in person.
  - Explain the required forms and written assignments and any deadlines.
  - Help you complete the Internship Registration Form.
- MCOM majors may earn a total of nine internship units (6 maximum in a semester), but only six will count toward the major. COMM majors can earn six internship credits, of which three credits count toward the major.

### **Step 4: How to Register**

- Make sure that you and the internship advisor complete the special permit before you register.
- You can register for internship online via <http://students.towson.edu> during the registration period or in person at Enrollment Services after the drop/add period but before the internship registration deadlines.
- Distribute the copies of the Internship Registration Form as needed.

### **Step 5: Completion of Internship**

At the conclusion of your internship:

- Submit all Internship Forms to your internship faculty advisor.
- Submit all written assignments to your internship faculty advisor.
- Send the completed Student Evaluation Form to the Career Center (attention: Glenda Henkel)



**MCCS Department  
Unit Coordinators and Internship Faculty Advisors**

**Communication Studies**

<u>Unit Coordinator &amp; Faculty Advisor:</u>	Dr. Audra McMullen	<a href="mailto:amcmullen@towson.edu">amcmullen@towson.edu</a>
<u>Faculty Advisors:</u>	Dr. Jacqueline Barnett	<a href="mailto:jbarnett@towson.edu">jbarnett@towson.edu</a>
	Dr. Teodora Carabas	<a href="mailto:tcarabas@towson.edu">tcarabas@towson.edu</a>
	Ms. Carol Norton	<a href="mailto:cnorton@towson.edu">cnorton@towson.edu</a>
	Ms. Elizabeth Skinner	<a href="mailto:eskinner@towson.edu">eskinner@towson.edu</a>
	Dr. Jennifer Struve	<a href="mailto:jstruve@towson.edu">jstruve@towson.edu</a>
	Ms. Lisa Turowski	<a href="mailto:lturowski@towson.edu">lturowski@towson.edu</a>
	Dr. Richard Vatz	<a href="mailto:rvatz@towson.edu">rvatz@towson.edu</a>

**Journalism and New Media**

<u>Unit Coordinator &amp; Faculty Advisor</u>	Dr. Beth Haller	<a href="mailto:bhaller@towson.edu">bhaller@towson.edu</a>
<u>Faculty Advisors:</u>	Ms. Jenny Atwater	<a href="mailto:jatwater@towson.edu">jatwater@towson.edu</a>
	Ms. JoAnne Broadwater	<a href="mailto:jbroadwater@towson.edu">jbroadwater@towson.edu</a>
	Dr. Thom Lieb	<a href="mailto:tlieb@towson.edu">tlieb@towson.edu</a>
	Mr. Keb Nande	<a href="mailto:knande@towson.edu">knande@towson.edu</a>
	Dr. Sandra Nichols	<a href="mailto:snichols@towson.edu">snichols@towson.edu</a>
	Dr. Stacy Spaulding	<a href="mailto:sspaulding@towson.edu">sspaulding@towson.edu</a>
	Dr. Lingling Zhang	<a href="mailto:lizhang@towson.edu">lizhang@towson.edu</a>

**Public Relations and Advertising**

<u>Unit Coordinator &amp; Faculty Advisor:</u>	Dr. Kwangmi Kim	<a href="mailto:kkim@towson.edu">kkim@towson.edu</a>
<u>Faculty Advisors:</u>	Dr. Margaret Algren	<a href="mailto:malgren@towson.edu">malgren@towson.edu</a>
	Mr. Garry Bolan	<a href="mailto:gbolan@towson.edu">gbolan@towson.edu</a>
	Ms. Dionne Clemons	<a href="mailto:dclemons@towson.edu">dclemons@towson.edu</a>
	Ms. Hua Jiang	<a href="mailto:hjiang@towson.edu">hjiang@towson.edu</a>
	Mr. Kenneth Kim	<a href="mailto:kekim@towson.edu">kekim@towson.edu</a>
	Dr. Ying Kong	<a href="mailto:ykong@towson.edu">ykong@towson.edu</a>
	Ms. Maggie Lears	<a href="mailto:mlears@towson.edu">mlears@towson.edu</a>
	Dr. Mark McElreath	<a href="mailto:mmcelreath@towson.edu">mmcelreath@towson.edu</a>
	Mr. Lester Potter	<a href="mailto:lpotter@towson.edu">lpotter@towson.edu</a>
	Dr. Alexandra Vilela	<a href="mailto:avilela@towson.edu">avilela@towson.edu</a>

**Department**

<u>Chairperson: Academic Advisor</u>	Dr. Jung-Sook Lee Mr. James Armstrong	<u>Advising Coordinators:</u> <a href="mailto:jarmstrong@towson.edu">jarmstrong@towson.edu</a>
--	--	---

**Attachment C**

**Please type or print legibly.**

Job Target Title \_\_\_\_\_ Date: \_\_\_\_\_

Type of Industry \_\_\_\_\_ Web Address: \_\_\_\_\_

Organization \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Please list three to five major responsibilities/Projects.  
(Up to 20% of the interns' responsibilities can be administrative/clerical in nature.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Minimum qualifications \_\_\_\_\_

Compensation \_\_\_\_\_

Hours/days \_\_\_\_\_

Internship available in    Fall                      Minimester                      Spring                      Summer

Number of intern positions available: \_\_\_\_\_

Please complete one form for each internship position.

Signed \_\_\_\_\_

This employer is an equal opportunity employer in compliance with all EEO guidelines and legislation.

**For Office use only**

Department \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Faculty or Department/Program Representative Signature: \_\_\_\_\_

**THE CAREER CENTER AT TOWSON UNIVERSITY**

**INTERNSHIP REGISTRATION FORM**

**Attachment D**

**FIRST, create or update your HIRE@TU account at [www.towson.edu/careercenter](http://www.towson.edu/careercenter)**

**Student Information**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_ phone # \_\_\_\_\_ cell # \_\_\_\_\_

**Academic Information**

Major \_\_\_\_\_ Minor/Concentration \_\_\_\_\_

Overall GPA \_\_\_\_\_ Major GPA/GPA in field of internship \_\_\_\_\_

Internship Course \_\_\_\_\_ # credits \_\_\_\_\_ semester/term \_\_\_\_\_

Faculty Internship Coordinator \_\_\_\_\_

**Internship Site Information**

Organization/Company Name \_\_\_\_\_

Location \_\_\_\_\_ Web address \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ phone # \_\_\_\_\_ fax # \_\_\_\_\_

Your position title \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_ # Weeks \_\_\_\_\_ Hours/Week \_\_\_\_\_

Compensation:  unpaid  paid amount: \_\_\_\_\_

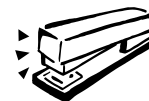
Other compensation? (stipend, meals, parking, tuition, etc.) \_\_\_\_\_

Source **How did you obtain/arrange your internship?**

Hire@TU\* or other Career Center resources

Self-placement or referral from other resources (list source) \_\_\_\_\_

**ATTACH COPY OF YOUR  
INTERNSHIP POSITION  
DESCRIPTION**



\* Ask your employer to create a Hire@TU account and post the internship electronically.

Student Signature _____	Date _____
Faculty/Academic Dept. Signature _____	Date _____

**Drop off** your self-report form at The Career Center, 7800 YR, suite 206  
**OR Mail** your form to The Career Center, Towson University, 8000 York Rd., Towson, MD 21252  
**OR Email** your completed form (saved as a Word document) to [ghenkel@towson.edu](mailto:ghenkel@towson.edu).

**Keep a copy of this form for your personal records and give a copy to your faculty coordinator.**