COMM 479: Communication Internship Application

Prerequisites

* Student must be a Communication Major.
* Completion of at least 75 semester hours (credits) by the end of the upcoming term.
* Completion of at least six (6) courses in Communication.
* Cumulative grade point average (GPA) of at least 2.5 in Communication with no grade lower than a “C.” (\*Talk to your advisor if you have any concerns or would like special consideration)

Submit this application with a résumé and a copy of your current unofficial transcript to the current Communication Department Internship Coordinator (or Chair) by the second week of August (for Fall), the second week of December (for Spring) and the last week of April (for Summer). Email preferred. The application must be complete. Email the current Communication Department Internship Coordinator or Chair with any questions or concerns. Talk to your advisor if you are not sure about who to contact.

Name:

RIC student #:

RIC email address:

Cell phone #:

Concentration in Communication:

Current number of credits completed:

Overall GPA:

Number of credits completed in Communication:

GPA in Comm.:

Are you majoring in another discipline at RIC?

If yes, which one?

Are you minoring in another discipline at RIC?

If yes, which one?

Are you a transfer student?

If yes, number of terms completed at RIC:

Other college(s) attended:

Area of Interest in Communication or Media – list all that apply below options provided in parentheses: (Advertising, Audio/Radio Production, Broadcast Sales/Promotion, Graphic Design, Health Communications, Journalism‐Broadcast, Journalism‐Print, Law and Legal Studies, Management, Marketing and/or Sales, Multimedia Production, Political Communication, Printing/Pre‐Press, Public Relations, Speaking for Media, Speech/Language/Hearing, Television/Video/Film Production, Web Design, Other - please specify)

List all that apply here:

\*see more questions on next page…

Have you located an internship at this time? Where? What will you be doing? If not, do you need help locating an internship?

If you have located an internship, please also provide a link to the organization/entity with contact person and contact email if possible.

Briefly state your goals in applying for this internship.

--

About the Communication Internship

The Internship Program is designed for upper‐level Communication Majors. It enables students to gain a comprehensive understanding of professional work through on‐the‐job training. The program can provide an effective transition from academic work to a career in a specific communications or media field.

Interns will be expected to work a total of at least 120 hours, regardless of academic requirements, employment, or holidays. All breaks and vacations must be coordinated with the cooperating internship agency.

The internship is for one semester but may be repeated for one additional semester.

Application Procedure

* Verify that you can meet the prerequisites.
* Prepare a résumé.
* Find an internship. As soon as possible begin to research possible internship positions. Many organizations provide internship information and applications on the Internet. Speak to your professors about locating an internship that matches your interests and abilities. Contact your place of interest for leads on internship positions.
* Contact the internship organization and verify that they have an opening for the semester you need. This stage can be competitive so the sooner you start the better. Send your résumé if requested. Interview if needed.
* Submit the following items to the Communication Internship Coordinator or Department Chair (email preferred – talk to your advisor if you are not sure about who to contact):
* Application form (completed)
* Transcript (current)
* Résumé

Upon acceptance, the student will be registered in the COMM 479 course and notified about the course and requirements by RIC email.

Notes:

Submitting the application does not guarantee acceptance by the department for the Internship Program. In cases where the Internship is not required, the department reserves the right to deny approval or postpone the application to a later semester. Transfer students should be aware that the department does not guarantee placement in the Internship Program within the first four semesters at RIC, or that students can complete all requirements for graduation within four semesters.