

Internship Overview Form
Communication Studies Department, Edgewood College

Student's Name: _____ (Print)

E-mail Address (if other than Edgewood): _____

Semester/Year of Internship: _____

Internship Title/ Name of Employer: _____

Required Number of Internship Hours: 100 (NO EXCEPTIONS)

1. You must enroll in at least one internship-related Career Services workshop before or while completing your internship.
2. **You are responsible for arranging your own internship position.** The Communication Studies Department has some contacts that could develop into possible leads, and you are encouraged to seek assistance from the Internship Coordinator (Professor Bonnie Sierlecki) and the Career Services Office. Ultimately, however, securing the internship is up to you.
3. When you decide on an internship possibility, you must discuss the company and the nature of the job responsibilities with the Internship Coordinator to ensure the job duties align with the expectations of COMMS 450. This step is **absolutely** necessary. The department must approve the internship.
4. Once the internship is approved, you must register for **COMMS 450** to receive class credit for your internship.
5. Within one week of starting your internship, you must provide the Internship Coordinator with a completed and signed *Internship Guidelines for Employers* form, which includes the organization's name, your immediate supervisor's name and e-mail address, your dedicated work hours, and a description of your specific job duties. You should keep a copy of this form.
6. During the course of the internship, you must complete and turn in to the Internship Coordinator the written assignments included on the *Intern Requirement Checklist*.

I have discussed internship requirements with the Internship Coordinator and am aware of the COMMS 450 requirements. I also understand my role and responsibilities in the process of securing an internship.

Student's Signature: _____ **Date:** _____

Coordinator's Signature: _____ **Date:** _____