Internship Application for COMM/TCMS majors and for COMM minors

Name: __________________________ Date: ____________
UIN: __________________________
Phone: __________________________
Semester of Internship: __________________________

PLEASE TYPE ALL RESPONSES

Communication Coursework and Eligibility Status

COMM and/or TCMS courses completed:

COMM and/or TCMS courses currently in progress that will be completed by the time the internship begins:

Note: If these courses total fewer than 12 hours, you must have been a COMM/TCMS major for at least two semesters before you are eligible to enroll in COMM 484-Internship credit.

Cumulative GPR:

Note: Must have a minimum 2.5 GPR or better, OR Department Head approval.

If approved, I, __________________________ (intern’s name) request to be enrolled in:

Fall or Spring Semester Credit Hour Options:

OPTION A. ☐ zero (0) hour of COMM 484 credit for ☐ Fall or ☐ Spring semester.
I understand that with this option there is no tuition, no credit and yet that I will do the assignments by the due dates, and the S or U will appear on my transcript.

OPTION B. ☐ one (1) hour of COMM 484 credit for ☐ Fall or ☐ Spring semester.
I understand that with this option there is tuition, I will be enrolled in credit, that I will do the assignments by the due dates, and the S or U will appear on my transcript.

Summer Internship Credit Hour Options:

OPTION C. ☐ zero (0) hour of COMM 484 credit for ☐ Summer I or ☐ Summer II or ☐ 10-Week session.*
I understand that with this option there is no tuition, no credit and yet that I will do the assignments by the due dates, and the S or U will appear on my transcript.
*If you sign up for a 10 week session you and you end of leaving your internship before the end of the second summer session you will not receive course credit for your internship.

OPTION D. ☐ one (1) hour of COMM 484 credit for ☐ Summer I or ☐ Summer II or ☐ 10-Week session.*
I understand that with this option there is tuition, I will be enrolled in credit, that I will do the assignments by the due dates, and the S or U will appear on my transcript.
*If you sign up for a 10 week session you and you end of leaving your internship before the end of the second summer session you will not receive course credit for your internship.

OPTION E. ☐ two (2) hours of COMM 484 credit for ☐ Summer I AND ☐ Summer II** or ☐ 10-Week* session. I understand that with this option there is tuition, I will be enrolled in two credits, that I will do the assignments by the due dates, and the S or U will appear on my transcript.
**You will be enrolled in 1 hour for Summer I and 1 hour for Summer II.
*If you sign up for a 10 week session you and you end of leaving your internship before the end of the second summer session you will not receive course credit for your internship.

I ☐ have or ☐ have not arranged for any vacation time or days away from the internship during the session I’ll be enrolled in. List any dates of mutually agreed upon vacation here: _______________________

I understand that internship credit is not available for internship or work experiences completed in the past.

Signature __________________________ Date __________________________
Internship Location/Supervision

Organization Name: _______________________
Organization Street Address: _______________________
City: _______________________ State: _____ Zip: _________

Internship Supervisor’s Name: _________________
Internship Supervisor’s Phone: _________________
Internship Supervisor’s E-mail: _________________

What duties will you perform as an intern at this organization? Write a paragraph describing those duties, here:

Please list three (3) measurable, observable learning outcomes for this internship for this internship.

1.

2.

3.
Summary of Requirements

1. **For Summer, the intern must work approximately 10 hours per week for 5 weeks or 10 weeks depending on which session(s) they registered for.** Students who work additional hours do so electively. Additional hours of work do not result in additional academic credit.

   First day of internship _____  Last day of internship
   Must be completed prior to signatures.

2. **Reflection paper I** 3rd week of the 10-week summer session or 2nd week of a 5-week Summer Session. Reflection paper II will be due the 10th week of the 10-week summer session or the 5th week of the 5-week summer session. Details of the paper will be posted on Ecampus at elearning.tamu.edu. It is the intern’s responsibility to monitor due dates.

3. The Internship Director will send a **mid-term evaluation email** and **final evaluation email** to the supervisor. The supervisor is the person whose name appears on page one and whose signature is below. The **supervisor agrees to respond to each email** with a brief evaluative statement of the intern’s performance. The Department of Communication sincerely appreciates the participation of the supervisor!

Course credit will be based on the Internship Director’s evaluation of the two reflection papers and on the Internship Director’s assessment of the two supervisor performance responses.

Signatures acknowledge acceptance of these terms and confirmation of the accuracy of all information provided.

Intern’s name:

Intern’s signature: Date:

Supervisor’s name:

Supervisor’s signature: Date:

Supervisor’s signature indicates that they have read all pages of this application and agree with the content of this document.

1. Once the intern and intern supervisor have completed the required sections of the form the Internship Director, Dr. Kylene Wesner, will email the intern to set up a pre-internship meeting time to go through the application.

2. If you have questions please email Dr. Wesner at k wesner@tamu.edu

**3. Pre-internship meeting with Dr. Wesner must be held prior to the 3rd class day for the semester in which the internship will be undertaken.**

Internship approved by Dr. Kylene Wesner: Date:

Form Updated 5-17-19