

COML 520 ~ Graduate Internship
Master of Arts in
Communication and Leadership Studies (MA-COML)



The internship in MA-COML is designed to aid students in their real world application of theoretical knowledge gleaned in the classroom. Students who elect to pursue internships have already been graded and trained in the theory in classroom settings and with academic assignments. The internship opportunity moves outside the classroom and into a different realm of learning and evaluation.

Requirements for Internships

Students who meet the following criteria are deemed "ready" to move into this experience:

- a cumulative overall GPA of 3.0 or better
- 15 credits of graduate credit
- a recommendation by the Director of the MA-COML program
- a completed resume
- a successful interview with the on-site internship supervisor
- students are expected to have completed COML 508, COML 509 and COML 506

Exceptions may be granted for the above criteria **IF** the student demonstrates significant capabilities in the internship area of interest. Each exception must be filed in a timely fashion and considered by the director of the MA-COML internship program.

In order to begin an internship, each student should contact the Director of the MA-COML program either **PRIOR** to the beginning of the semester during which the internship credit is sought or **WITHIN THE FIRST 2 WEEKS** of the semester during which the internship credit is sought. Negotiations for summer internships should be completed before **FINALS WEEK** during Spring Semester.

The paper-work for registering for an internship includes the following:

- Completed application for individualized study
- A completed internship contract including learning objectives, credits sought, mentor's approval, and signatures of the mentor, Director of MA-COML, and the student.

Please complete the above materials within the first 2 weeks of the semester.

Credit Criteria

The MA-COML program in Communication Arts offers **ONLY 2 and 3 credit** internship opportunities. A 2-credit internship requires a total of 160 hours of preparation and on the job. A 3-credit internship requires a total of 240 hours of preparation and on the job.

Grading

The internship opportunity is graded as **Satisfactory/Unsatisfactory**. As stated above, the student has already been graded and trained in the classroom environment, and the internship offers a different environment which naturally requires a different method of grading. The following measures are used to evaluate the satisfactory completion of the internship:

Response paper (50% of the assessment) - including what was applied from class material to the internship, what was learned beyond classroom material, and what is still lacking in knowledge or experience that would be helpful for future job opportunities. This paper should be between 5 and 8 pages in length, formatted according to these critical areas mentioned, and proofed/edited to reflect attention to detail and mechanics.

Supervisor/ Mentor evaluation (35% of the assessment) - This form is available from the Director of the MA-COML program. This form should be completed and returned to the Director of the MA-COML program PRIOR to the beginning of Finals Week of the semester for which the internship credit is sought.

Portfolio (15% of the assessment) - Any pieces or materials that you have produced during your internship should be showcased professionally in a portfolio and submitted for evaluation. Each piece/ document/ project should have a short synopsis accompanying it describing your part in producing the finished product.

All assessment documents are due the FIRST DAY of FINALS WEEK. NO exceptions to this due date!!

Updates

1. Bi-weekly emails to your instructor. Provide summary of what's working and any concerns with the internship as well as attachments of documents you have developed.
2. All assessment documents are due the first day of Finals Week.