



Chaminade University
OF HONOLULU

COM 387
COMMUNICATION
INTERNSHIP

CHAMINADE UNIVERSITY COMMUNICATION INTERNSHIP

Enrollment and Completion Process

Initial Application

- Notify the Communication Internship Adviser about plans to intern.
- Fill out the intern contract and attach a letter of intent with resume. Interviews may be necessary, depending on the internship agency.
- Secure an internship position with a media organization (check the listings on the bulletin board or suggest an agency).
- Enroll in COM 387. A letter will be sent to the participating internship agency verifying paid enrollment.
- Meet with the Communication Internship Adviser and Internship Supervisor to finalize schedules, duties and assignments.
- Submit signed contract to the Adviser.
- Begin internship.

Internship

- Perform duties as assigned by the Internship Supervisor.
- Submit weekly logs to the Communication Internship Adviser.
- Complete a self-evaluation of the internship experience by the midterm and discuss performance with the Internship Supervisor and Adviser.
- Arrange for a site visit for the Adviser to evaluate intern's overall performance before the end of the semester. Or have the Adviser and Supervisor contact each other to discuss the intern's performance.
- Have the Supervisor complete an evaluation of the intern's overall performance by the end of the semester and mail it to the Adviser.
- Write a paper about the internship experience or prepare a portfolio.

Grading and Credit

- The final grade for the internship experience will be given according to the point system outlined in the syllabus.
- The Adviser will submit the final grade sheet to the Registrar at the close of the semester.
- A report card showing the letter grade and credit hours earned will be mailed to the intern.
- Credit hours will be applicable toward the intern's degree.

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Supervisor and Intern Guidelines

The Communication Internship Program at Chaminade University of Honolulu appreciates the support of the print media, broadcasting, public relations and advertising companies and other communication-related organizations that sponsor student interns. The internship allows students to utilize, enhance and expand upon classroom acquired knowledge and skills in a manner that should prove beneficial to both interns and supervisors.

To maintain the quality of the internship, the Department of Communication has established certain guidelines for supervisors and interns.

Responsibilities of the Supervisor

- Meet with the intern to determine a schedule/assignment that will work for both the supervisor and the intern.
- Include a variety of tasks that require the intern to use the knowledge and skills gained in the classroom.
- Evaluate the intern's performance at the end of the semester. Discuss his/her overall performance with him/her. Mail the evaluation form to the intern's Adviser (a standardized form is provided).
- Contact the intern's Adviser if any concerns arise.

Responsibilities of the Student Intern

- Arrange an initial orientation meeting with the Supervisor to establish a work schedule/assignment. This meeting must occur before or during the first week of the semester, and the internship must begin at the latest on Monday of the third week of the semester.
- Complete any related paperwork and fulfill contract requirements.
- Keep a weekly log of the time spent on various tasks assigned and identify assignments that were most enjoyable. A master copy of the time sheet is provided in this packet. Make enough copies for the number of weeks assigned to work. Submit these regularly to the Adviser.
- Evaluate performance of the overall internship experience by completing the self-evaluation form, meeting with the Supervisor and, if necessary, arranging a site visit with the Adviser. Forms are provided.
- Write a final paper about the internship experience or compile a portfolio containing sample work done at the internship agency and submit it to the Adviser by the specified deadline.

CHAMINADE UNIVERSITY OF HONOLULU COMMUNICATION INTERNSHIP PROGRAM

Syllabus

General Information

COM 387
Communication Internship
Classroom: TBA
Class Times: Self-paced

Adviser: TBA
Office: Eiben 129
Phone: TBA
E-mail: TBA

Catalog Description

Internships in communication fields: broadcast, public relations and publications. Three semester hours may be used to fulfill major requirements in Communication; nine semester hours only in any combination of workshops and internships may be used to fulfill the total number needed for graduation. Offered every semester. Prerequisites: senior standing and approval of Adviser.

Objectives

By the end of the semester, the intern should be able:

- to apply knowledge learned in communication classes on-the-job
- to practice and improve communication skills
- to network with media colleagues in the community
- to gain experience in one's chosen field
- to conduct oneself in a professional, ethical and practical manner
- to prepare for a career in communication
- to train for higher education in communication

Intern fills in personal learning objectives below:

- _____
- _____
- _____

Teaching Methods and Policies

As an intern, the student will learn on-the-job and teach him/herself basic communication skills with the guidance of the Supervisor and Adviser. Guidelines have been established for both the Supervisor and student intern. Because the student is representing Chaminade University of Honolulu and the Department of Communication, every effort must be made to conduct oneself in a professional, ethical and practical manner and to fulfill the terms of the contract. The student will update the Adviser periodically about his/her progress, performance and concerns regarding the internship experience.

Evaluation and Grading

The student is responsible for keeping track of assignments and is encouraged to record his/her points in the chart below. The final grade for the internship will be based on the evaluation items listed in the chart and calculated by the following percentage system:

A	=	90-100%	=	90-100 points
B	=	80-89%	=	80-89 points
C	=	70-79%	=	70-79 points
D	=	60-69%	=	60-69 points
F	=	≤59%	=	59 points and below

<i>Evaluation Items</i>	<i>Points Possible</i>	<i>Points Earned</i>
Weekly Time Sheets	10	
Supervisor Evaluation	10	
Adviser Evaluation/Site Visit	10	
Student Paper/Portfolio Project	20	
Work Hours	50	
<i>Total</i>	<i>100</i>	

Final Paper Guidelines

Option 1: Paper

Write a 5-page paper describing your internship experience. Address the following:

- what you did (responsibilities)
- what you learned
- how you applied the communication skills that you learned in the classroom
- what additional training/education/skills you need
- what you thought overall about the internship experience

Option 2: Portfolio

Prepare a project (press clippings, video package, media kits, ad album, communication compilation, etc.) that is a collection/proof/souvenir of your internship experience. Include a resume as if you were going to use this as a sample portfolio on a job interview. Submit it to the Adviser during finals week or when you have completed your internship.

Internship Schedule and Important Dates

<i>Week #</i>	<i>Dates</i>	<i>School Deadlines</i>	<i>Work Duties</i>
1		Application and enrollment Submit weekly log	Begin internship
2-8		Submit weekly logs	
9		Begin arranging site visit for Adviser or Adviser contacts Supervisor regarding intern's progress Submit weekly logs	Complete self-evaluation form
10-15		Last day to withdraw from COM 387 Submit weekly logs	
16		Submit weekly log Turn in final project to	Supervisor completes intern's evaluation form and mails it to Adviser

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Intern Contract

I, (name) _____, a student officially enrolled in COM 387 (Communication Internship) at Chaminade University of Honolulu, hereby agree to complete a communication internship during the (semester/year) _____ semester at (name of internship agency) _____ to earn three credit hours and an equivalent letter grade applicable toward my Communication degree. For this agreement, I will:

- complete a contract and other necessary paperwork (weekly logs, evaluations and a final paper/portfolio);
- secure a position at the above named media organization and work (#) _____ hours per week during this semester, beginning (date) _____ and ending on (date) _____;
- conduct myself at work in a professional, ethical and practical manner;
- represent Chaminade University of Honolulu and the Department of Communication in the best possible light and conform to the University's policies;
- fulfill the responsibilities and duties as assigned by my Internship Supervisor; and
- meet assignment deadlines as set by my Internship Adviser.

I have read completely and understand fully the information provided in this internship syllabus and information packet. I will accept any responsibilities and consequences for not abiding by the terms of this contract.

Intern's Signature: _____ Date: _____

Adviser's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

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Weekly Time Sheet

Intern: _____ Week of _____

<i>Date</i>	<i>Summary of Activities</i>	<i>Time In</i>	<i>Time Out</i>	<i># Hours</i>

Intern's Signature: _____

Total Hours This Week: _

Supervisor's Signature: _____

Phone #: _____

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Student's Midterm Self-Evaluation Form

Student/Intern: _____

Student ID # or Social Security #: _____

Address: _____ Phone # (s): _____

_____ E-mail: _____

Type of internship:

print media broadcasting public relations advertising other _____

Semester: fall spring summer Year: _____

Interning at (name of agency): _____

Supervisor: _____ Title: _____

Address: _____ Phone #(s): _____

_____ E-mail: _____

Please check the box that best describes your performance thus far.

Evaluation Items	A	B	C	D	F
Meets deadlines and manages time well					
Produces quality work					
Demonstrates professionalism and ethics					
Works well with others					
Communicates effectively (oral and written)					
Has a positive attitude					
Learns quickly and is willing to improve skills					
Can locate and utilize resources efficiently					
Is an asset to the internship agency					
Overall performance					

