



## Mass Communication Internship Application

Name: \_\_\_\_\_ UMID# \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Local Phone: \_\_\_\_\_ ForUM Email: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Internship Supervisor's Email: \_\_\_\_\_

Length of Proposed Internship: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Registration Semester: \_\_\_\_\_ Credit Hours (1-3): \_\_\_\_\_

Required Signatures:

\_\_\_\_\_  
Faculty Advisor

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Mass Communication Internship Coordinator

\_\_\_\_\_  
On-Site Internship Supervisor

\_\_\_\_\_  
Chair of Department of Communication

- Minimum of 60 total semester hours earned.
- Minimum of 15 hours in major earned.
- Overall GPA: \_\_\_\_\_
- Statement of Intent (summarizes your internship objective and its connections to your major/professional aspirations) included.
- Job description included.
- Formal interview with the company/organization internship supervisor completed.

## **MEMO TO THE STUDENT**

### **QUALIFICATIONS:**

- Internship must be directly related to your major.
- Since the purpose of an internship is to increase your knowledge in an unfamiliar area of your major, you cannot receive internship credit for your current full-time or part-time job.
- Be enrolled in the University of Montevallo majoring or minoring in Mass Communication.
- Have successfully completed a minimum of 60 semester hours credit with an overall GPA of 2.5
- Have successfully completed a minimum of 15 hours in your respective major or minor.
- Complete the Internship Application form, which must be signed by your faculty advisor, on-site internship supervisor, MC Internship Coordinator, and the department chair.
- Complete a formal interview with the organization's internship supervisor.
- Provide a copy of the job description/responsibilities, as agreed upon with the organizational representative.
- Submit a complete packet with all of the above to the MC Internship Coordinator.

### **REQUIREMENTS:**

- Register for MC 475 once registration approval is entered.
- Maintain regular contact with the Internship Coordinator as agreed upon before the internship begins.
- Record hours by completing the attached timesheet and submit your reports weekly.
- Submit typed reflection paper that includes the following:
  - Description of how you NOW see this internship connecting with your major and professional aspirations.
  - Description of lessons learned and “aha” moments.
  - Lessons learned about your strengths and weaknesses as a communication practitioner.
- Ensure the organization supervisor completes and returns the final evaluation form by dead days. Grades will not be entered until the completed evaluation form has been received.
- **Professional Expectations:**
  - Internships are the equivalent of employment. This is your first professional job: your first step on your career path.
  - Consider this experience as an audition for a job. Your professional behavior may establish or damage your ethos/credibility.
  - Your organization supervisor has certain expectations. Know what those expectations are so you can do your best.
  - You represent the University of Montevallo. Those who follow you will be judged, in part, by how YOU perform.
- Each hour of course credit requires 45 hours of internship work logged.

### **CREDIT HOUR INFORMATION:**

- Each hour of course credit requires 45 hours of internship work logged.
- Maximum 3 credit hours per term.
- You may complete more than one internship for credit, preferably with different organizations, as long as the total number of credit hours does not exceed 6 credit hours.

## MC 475 Weekly Time Entry and Progress Report

Name: \_\_\_\_\_ Week beginning (mm/dd/yyyy): \_\_\_\_\_

Total Hours worked this week: \_\_\_\_\_

### Weekly Progress Report Questions

(Bullet points are sufficient; no need for detailed explanation)

1. Summary of Tasks Completed this week:
2. What were some of your successes this week?
3. What were some of your greatest challenges this week? How did you overcome them?
4. What have you learned about communication and your job this week?
5. Additional Comments:

**Reminder:** Submit reports to Dr. Finklea ([bfinklea@montevallo.edu](mailto:bfinklea@montevallo.edu)) via email each Monday by 5PM



Memo: TO THE ORGANIZATION

The Department of Communication at the University of Montevallo is committed to increasing the participation of our students in their chosen fields of endeavor through various internships.

It is important to us that an internship be a valuable learning experience for our students. It is equally important to us that our students fulfill your needs and that this learning experience is mutually beneficial.

To qualify for our internship program, students must have completed relevant course work, which gives them a basic level of knowledge and competence in a specific area.

During their internships, we expect our students to develop their professional skills through observation, supervised work and independent performance of tasks.

A student is awarded one credit hour for every 45 hours worked at their internship. Students may not receive more credit hours than agreed to in the internship contract, nor can they exceed a maximum of six hours internship credit in their academic program. *All student interns are required to register for internship credit hours at the University.*

We realize that the University semester timetable does not always coincide with the immediate demands of a business. Therefore, it is acceptable for an internship to begin at any time during a semester. The grade will be awarded when the internship is completed.

If at any time you have any concerns or comments about your intern, feel free to contact me at [bfinklea@montevallo.edu](mailto:bfinklea@montevallo.edu).

Sincerely,

A handwritten signature in black ink that reads 'Bruce Finklea'. The signature is written in a cursive, flowing style.

Dr. Bruce Finklea  
Associate Professor of Mass Communication  
Mass Communication Internship Coordinator



## Mass Communication Internship Evaluation

Organization: \_\_\_\_\_  
Internship Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_  
Intern's Name: \_\_\_\_\_  
Internship Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

1. Dependability:

Intern arrives at the work site on time and is prepared to perform assigned tasks.

Always  Frequently  Occasionally

2. Attitude:

Intern shows a positive attitude and eagerness to learn.

Always  Frequently  Occasionally

3. Performance:

Intern performs assigned tasks after appropriate instruction.

Always  Frequently  Occasionally

4. Initiative:

Intern shows initiative and asks for new assignments.

Always  Frequently  Occasionally

5. Professionalism:

Intern works and acts in a professional manner.

Always  Frequently  Occasionally

6. To assist in our evaluation of the success of this intern, please answer the following question:  
*Hypothetically*, if an appropriate position became available at your organization, would you consider hiring this intern or recommending them for a similar position with another organization?

Yes  No

Why or why not?

Signature of Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Recommended Final Grade:  A  B  No Credit

Please return this completed form at the end of the internship to:  
Dr. Bruce Finklea, Station 6625, Montevallo, AL 35115  
You can also return this form via email: [bfinklea@montevallo.edu](mailto:bfinklea@montevallo.edu)

Approved 9/2011  
Updated 04/2019