

## **INTERNSHIP ASSIGNMENTS**

**Student's Name** \_\_\_\_\_

**Directions:** You are required to complete four assignments for the purpose of analyzing the internship experience. Each assignment is due **exactly on the date** specified by the Internship Coordinator or you will not receive credit for the internship. Therefore, you must pay special attention to keeping track of the deadlines yourself. Exact dates are essential because each assignment is designed to measure your perceptions at a specific point in your development during the internship. You may mail, fax or email your assignments to your faculty supervisor (fax): 570-422-3402.

**Assignment 1: Essay** (Suggested Due Date by 2<sup>nd</sup> day of internship) \_\_\_\_\_

Describe the initial contact with the agency, the interview, and your first impressions of the people you met.

Describe your job responsibilities and any projects you may be involved in.

Develop an organizational chart for your department or division. Your chart may be visual or descriptive.

Describe the goals and objectives of your department and how that department relates to the rest of the organization.

Develop a timetable for establishing both your own goals for the internship as well as your supervisor's goals for you.

**Assignment 2: Essay** (Due Date three weeks from Assign 1) \_\_\_\_\_

Describe your activity and job performance.

Describe the working atmosphere.

Describe the feedback you receive about your performance.

How have you used your communication skills?

Is your internship project(s) staying on the timetable you created? ?

What factors seem to contribute to employees' job satisfaction?

**Assignment 3: Annotated Bibliography** (Due Date four weeks from Assign 2) \_\_\_\_\_

Compile a bibliography of 10 articles that discuss the field in which you are conducting your internship. 5-6 of the articles must be selected from trade publications (e.g. *Billboard*, *Advertising Weekly*), & 5-6 of the articles must be selected from academic research journals (e.g. *Journal of Broadcasting and Electronic Media*, *Critical Studies in Mass Communication*, *Quarterly Journal of Speech*, *Journalism Quarterly*, *Public Relations Quarterly*). After a complete bibliographic entry (according to the APA style manual), write a one-paragraph summary of what the article was about and then relate it to your experience.

**Assignment 4: Essay** (Due Date by last day of internship) \_\_\_\_\_

In what ways did your knowledge of communication principles help you with this internship?

Have any of your assumptions about the working world changed as a result of this internship?

What has changed about the way in which you viewed this profession?

What have you learned about yourself as a result of this internship?

What advice would you give to a student about to undertake an internship?

What did you learn about the relationship between communication theories and practical experience? What is their interrelationship?