

INTERNSHIP APPLICATION

DEPARTMENT OF COMMUNICATION EAST STROUDSBURG UNIVERSITY OF PENNSYLVANIA

Revised May, 2020

Preface: **Please read this document carefully and the other documents posted on the CMST department web page under internships carefully.** Together, these documents comprise the application packet you need in order to apply for an internship in the Department of Communication. The student is responsible for knowing all the information in the packet.

Internship Coordinator: Rob McKenzie, Ph.D., Professor of Communication, University Advisor to WESS Radio (90.3 FM); Office address: Room 322, Monroe Building, ESU, East Stroudsburg, PA 18301; email: mckenzie@esu.edu; phone: 570-422-3886. The role of the Internship Coordinator is to work with the student to help the student select a site for an internship, to process the internship application, and to help the student select a faculty supervisor.

Purpose of an Internship: An internship is a valuable learning experience that sometimes translates into a paid position at the completion of the internship. The purpose of an internship is for the student to gain experience working in an industry setting, and also to conduct an academic analysis of that work experience using communication concepts and theories. Unfortunately, most internships in the communication field are non-paying internships.

Course Credit: The student who completes an internship successfully receives a “Pass” grade for the course, CMST 486: Field Experience. Any student in the Communication major may take from 3-6 credits of CMST 486. Additional credits beyond 3 credits may be counted towards the university requirement of 120 credits. Students in the Broadcasting Track of the Communication major are required to complete 3 credits of CMST 486. For each 1 credit of CMST 486, the student must serve 50 hours in the internship. Thus, a 3-credit internship will require 150 hours of service.

Internship Application Due Dates:

For Fall—Application is Due by the 1st Day of Fall classes

For Spring—Application is Due by the Wednesday of Fall Semester Final’s Week

For Summer Sessions I and II—Application is Due by the Wednesday of Spring Semester Final’s Week

Approval of Internship Application: After the application materials are submitted, the Internship Coordinator will process your application. **Please note that students may not begin working at an internship site until approval is granted by the Internship Coordinator.**

Internship Assignments: Students enrolled in an internship are required to complete the four assignments posted on our website.

Application Materials: To apply for an internship with the Department of Communication, the student must submit the following six documents at the same time to the Internship Coordinator (see the web page to download these forms).

- 1. A Statement of Purpose Letter.** This is a one-page cover letter in which you describe (a) the field you want to work in, (b) why you have chosen this field, and (c) what you expect to learn. This letter should be carefully proofread and well written.
- 2. A Completed CMST Department Internship Application Form.** This form (see pages 3 and 4 below in this document) is to be completed with the help of your on-site supervisor. The form specifies your duties, your working hours, and other important information.
- 3. A Signed Internship Agreement.** This form specifies the legal obligations of the university.
- 4. A Completed ESU Internship Application Form** (or either the Fall/Spring, or the Summer). This form is to be completed either with the help of the Internship Coordinator or with your selected faculty supervisor.
- 5. An Unofficial ESU Transcript from Degreeworks.** This transcript must demonstrate that you have completed 15 credit hours in the Communication major at ESU by the time the internship starts, and that you have a 2.0 in the Communication major.
- 6. A Title IX form.** This form is to ensure you have read ESU's Policy Statement on Assault Prevention.

Selecting the Internship Site: The Internship Coordinator is available to assist the student in selecting potential internship sites, but the student is responsible for contacting the organizations at which the internship will be served, and for finding an on-site supervisor. The student should carefully consider the company or organization at which the internship will be served. One of two strategies is recommended: (1) The student can pursue an internship at a smaller organization in order to learn a little about the activities of most of the departments in the organization; or (2) the student can pursue an internship at a larger organization in order to learn a lot about a particular department. The student should also consider other factors in the selection of an internship site, such as the location of the internship, the atmosphere of the organization, and the hours of work. There is a list of internship available on the CMST website showing other students' internship sites. A student may not work at an internship site controlled by or under the supervision of a family member.

Faculty Supervision: Each student serving an internship must request a faculty supervisor to which all assignments are submitted. Although students may request that a particular member of the CMST faculty supervise the internship, the decision is ultimately made by the department chair. Faculty have limits on the number of interns they may supervise, so early requests are important. The Internship Coordinator can help the student identify faculty members with expertise related to the duties of the internship.

Enrolling in CMST 486: Only after a student has been approved for the Internship, the student can then enroll in CMST 486 by filling out two documents. One is a **Request for Non-Classroom Credits** card that can be obtained from the Internship Coordinator. The other is a **Request for Internship** form that can be obtained from the CMST website.

CMST INTERNSHIP APPLICATION FORM

Name of Student _____

Address _____

Cell/Local Telephone # _____ Student ID Number _____

Home Telephone No. _____ Email Address _____

* * *

Organization _____

Address _____

Internship Site Supervisor _____

Title _____ Department _____

Telephone _____ Extension _____

Email Address of Site Supervisor _____.

* * *

Internship Description

Starting Date _____

Ending Date _____

Number of Academic Credits _____ Compensation ____ Yes ____ No

In the space below, list the days and times you will be working to show the total number of hours you will be working (note that for every 1 credit, you need to show 50 hours of work).

List Your Work Schedule (Days of the Week, and Work Hours):

Description of Student Responsibilities:

Specific Projects to be Completed by Student:

Method of Feedback Provided to Student by On-Site Supervisor:

Signature of Student Date _____

Signature of On-Site Supervisor Date _____

Signature of CMST Internship Coordinator Date _____

Signature of CMST Instructor Date _____

NOTE: All fields on the previous two pages must be filled in or the application will not be processed.