

## Credits and Requirements

Students can participate in internships for credit (COM 354 Internship) or non-credit. If you choose non-credit, you can see the Career Services Dept. for instructions and do not need a faculty member's supervision or the instructions below. If you choose to engage in an internship for credit, the requirements are: Junior Status (60 hours completed at time of registration) and 3.0 GPA (COM guidelines). Choose the number of credit hours you want (4 credit hours = 15-20 work hours per week; 2 credit hours = 7-10 work hours per week). You will need a full-time faculty member to agree to supervise the internship for credit, and you will follow the steps below during normal registration times.

## COM Internship Coordinators

- Prof. Tim Kennedy (Fall/Spring internships) [tkennedy@ut.edu](mailto:tkennedy@ut.edu)
- Prof. Andrew McAlister (Summer internships) [amcalister@ut.edu](mailto:amcalister@ut.edu)
- Some faculty also agree to supervise internships (I often agree upon request).

## Fair Labor Standards for Internships | [Department of Labor](#)

An unpaid internship should be an educational experience for the benefit of the intern. Skills learned should be those that could be applied to a multitude of settings rather than those particular to one employer's operation. Tasks performed should be varied and educational. If the company is relying on the student to produce work or if the work itself imparts some skills but is mostly redundant or menial, talk with your faculty internship coordinator, because you may be in a situation in which the company would need to either pay you for your work or increase the educational value of the work.

# 10 Steps for Getting An Internship for Credit in Communication

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### 1) Research possible internship sites.

Students in the COM Department in need of an internship can visit HireUT on SpartanWeb, consult Ali Dunn in Career Services, and/or ask a faculty member or coordinator to suggest an internship site.

### 2) Secure your internship and faculty supervisor.

Calling an internship site can be a most effective way of establishing contact. We recommend that you avoid the "shotgun approach" of sending out a flurry of emails "to whom it may concern," because these can be seen as spam, whereas a phone call establishes personal contact. To secure a faculty supervisor, visit or email a full-time COM faculty member.

**3) Complete the appropriate paperwork and obtain the necessary signatures (see below).**

Fill out the U.T. [internship agreement form](#) and take it to your faculty supervisor and chairperson to sign (see [the contact info for COM chair and faculty here](#)). Most faculty members will want to meet or correspond with you to obtain and discuss information about your internship.

**For Internships Supervised by Juliet Davis**

A) Fill out [Juliet Davis' online questionnaire](#) that provides all the information about your internship site for my records.

B) Fill out the U.T. [internship agreement form](#) using MS Word, save it as a Word doc (no need to sign it), and email it to [Juliet.davis@ut.edu](mailto:Juliet.davis@ut.edu). I will insert a signature and email it back to you. OR, you can make an appointment at [www.julietdavis.com/appointments](http://www.julietdavis.com/appointments) to have me sign a hard copy and hand it back to you.

C) Get the chairperson's signature ([the chair's contact info is here](#)).

**4) Take the signed internship agreement form to the Registrar's office and pay for the course.**

If you do not complete this step, you are not registered for the internship and cannot receive credit for completing it.

**5) The faculty supervisor contacts your on-site internship supervisor.**

The faculty supervisor will confirm with your internship supervisor the number of work hours and credit hours involved and lets the internship supervisor know that a brief written review of the student's work at the end of the internship would be appreciated.

**6) Career Services sends a "Reverse Request Form" to your internship supervisor.**

Your internship supervisor will receive the university's [reverse request form](#) from Career Services, to confirm that you have indeed been engaged as an intern and to provide the university with information about the internship.

**7) Let your faculty supervisor know if you encounter any conflicts.**

Make sure you contact your faculty supervisor if you encounter any conflicts in your internship.

**8) Submit a written review of your work to the faculty supervisor.**

When your internship is complete, you will provide a narrative about your experience to your faculty supervisor (if I'm your supervisor, you can email it to me). Explain the work you completed, the lessons you learned, and the goals you met. Discuss whether and why you would recommend or not recommend this internship site for students in the future.

**9) The internship supervisor submits a review of your work to the faculty supervisor.**

This review, along with your self review, helps the faculty supervisor assess your work.

**10) Your faculty supervisor submits your grade.**

At the end of the semester, your faculty supervisor submits a grade of Satisfactory or Unsatisfactory.