



**Department of Communication and Theatre  
Internship Program-Communication 490**

- WHY** A Communication Internship is for all students at William Jewell College. It is intended to help the student make the transition from formal academic study to actual on-the-job situations. The intent is to match student career goals with an appropriate cooperating organization in order to provide increased learning opportunities for the student. The student also benefits by being able to include the internship experience in his or her credentials. Cooperating organizations should be able to utilize the talents of the student in daily work situations that will contribute to the student's academic and career objectives.
- WHEN** Internship credit is available after a student has completed 12 hours of communication or theatre courses with a grade of C or better, or on rare occasions by permission of the Director of Interns. Time requirements are geared to the following scale:
- 2 credit hrs. – Approximately 150 hours of internship experience
  - 3 credit hrs. – Approximately 225 hours of internship experience
  - 4 credit hrs. – Approximately 300 hours of internship experience
  - 5 credit hrs. – Approximately 375 hours of internship experience
  - 6 credit hrs. – Approximately 450 hours of internship experience
- WHERE** Cooperating organizations may include (but not be limited to) advertising agencies, radio and television stations, newspapers, public relations agencies, graphic art studios, publishers, training programs, non-profit organizations, direct mail companies, internal communication programs, theaters and law firms.
- WHO** Open to all students meeting the stated course requirements mentioned above.

Internship Program

- HOW** Procedures in sequential order for initiating an internship.
1. The student completes an application and submits it with a professional resume to the Director of Interns. The application form is available on the internship web-site or from the Director of Interns.
  2. The Director of Interns will examine the application, discuss it with the student, make necessary modifications, and sign it indicating approval. The student must then secure the signature of the academic advisor.

3. The student will contact an appropriate organization to determine the feasibility of an internship. If it seems favorable, the student will make an appointment to discuss the proposed internship with a representative of the organization. A student must take a copy of these guidelines to the interview for the interviewer. If an agreement is reached on the conditions under which the internship is to be conducted, the representative will sign the application and indicate the person who will supervise the intern.
4. The student will report back to the Director of Interns to indicate arrangements made and obtain final approval.
5. The student must then enroll in COM 490 - Internship, with the consent of the academic advisor and the Director of Internship, Dr. Debbie Chasteen
6. Copies of the application should be distributed by the student to the following: (1) the cooperating organization, (2) the Director of Interns, (3) the student's academic advisor. The student should keep a copy.

#### PROCEDURES FOR PARTICIPATING IN AN INTERNSHIP

1. During the internship the student is to maintain the work schedule requested by the organization and to be accountable for all assignments given. Conversely, it is expected that the assignments will be professional in nature and designed to provide experience that will develop the student's knowledge and skills of the work environment.
2. If the intern fails to maintain agreed upon working hours, does not perform satisfactorily, or otherwise fails to meet job requirements, the supervisor will contact the Director of Interns. If the matter cannot be resolved by the telephone, a meeting between the Director of Interns, intern, and supervisor will be arranged. If the resolution is not attained at that point, the internship will be terminated by the Director of Interns, who will also determine the resolution of credit.
3. The student will maintain a log of daily or weekly activities which will be submitted to the Director of Interns at the end of each month. The log should record the hours worked, tasks accomplished, what was learned and any questions or problems. These logs must be submitted electronically to Dr. Debbie Chasteen at [chasteend@william.jewell.edu](mailto:chasteend@william.jewell.edu)  
Thirty percent of the final internship grade is accounted for by the logs.
4. That student will write a final report within a week of completing the internship. The report must be submitted electronically to Dr. Debbie Chasteen at [chasteend@william.jewell.edu](mailto:chasteend@william.jewell.edu) The requirements for the final report are posted on the internship web-site or are available from the Director of interns (Dr. Chasteen.)

5. Ongoing interaction between the intern, the supervisor and the Director of Interns will take place via e-mail, telephone or in person. The purpose of such interaction is to provide feedback to the College on the intern's effectiveness, the relevancy of the academic program to the employment situation, and to take corrective action where needed.
6. Upon completion of the internship, the internship supervisor will submit an evaluation of the student intern. This evaluation is available on the Communication and Theatre Department's Internship web-site. Forty percent of the total internship grade is determined from the supervisor's evaluation.
7. The student is responsible for housing and transportation. Compensation is at the discretion of the cooperating organization. Actual monetary wage is at the discretion of the cooperating organization. Organizations are encouraged, however, to assist with compensation, e.g., parking fee, mileage support, etc.
8. If there are any questions by the intern and/or supervisor please contact Dr. Debbie Chasteen, Director of Interns, Department of Communication, Box 1062, William Jewell College, 500 College Hill, Liberty, MO 64068. (Phone 816 415-7614, e-mail address chasteend@william.jewell.edu, FAX 816 415-5027)