



Internship Approval—Communication Studies

Student Information

Name: _____

TU ID: _____

Email Address: _____

Phone Number: _____

Major/Minor Status: ☐ COMM Major ☐ COMM Minor ☐ PCOM Minor

Class Status: ☐ Sophomore ☐ Junior ☐ Senior

Overall GPA: _____

Approval Requested for Term: ☐ Fall ☐ Mini ☐ Spring ☐ Summer

Year: _____

Requesting _____ Credits (one credit = 40 hours of supervised work; maximum credits in fall/mini/spring is 4 credits; maximum credits in summer is 6 credits with a maximum of three awarded as Communication Studies elective credit)

☐ I acknowledge that I am responsible for my full professional engagement in this internship for academic credit and that I represent not only myself but the TU Communication Studies Department in this internship.

Where did you find the Internship: ☐ Handshake ☐ Personal Network
☐ Other (Please Indicate): _____

Internship Site Name: _____

Internship Site Location: _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Email Address: _____

Supervisor Phone: _____



Your signature below indicates that you have read the following information about the criteria that has been established for internships in the Department of Communication Studies.

Approval Criteria for Internship in Communication Studies

The Internship Coordinator in the Department of Communication Studies at Towson University use the following criteria when evaluating student internships for academic credits:

1. The internship should involve work that allows students to extend communication studies skills and knowledge they acquired from relevant classes.
2. The internship should allow continuous learning and development of new skills appropriate for communication studies.
3. The internship should involve regular face-to-face interactions with the supervisor(s) at the internship site.
4. The internship supervisor should hold professional credentials in the area for which the internship is created (e.g., a minimum of three years of work experience in the specified area).
5. The internship should help students build their portfolio, if possible.
6. The student acknowledges TU students are guided by the Code of Student Conduct and Title IX (TU's policy on sexual misconduct), linked below.
7. Students are not permitted to intern for businesses/organizations owned and/or operated by their families.
8. Students are not permitted to earn academic credits for a job they already hold at an organization without prior department approval.
9. Students are not permitted to earn additional academic credits when they repeat a similar internship from the same organization.

Your signature confirms your acknowledgement of and adherence to the above criteria. Communication Studies internship enrollment is guided by the following Towson University policies and guidelines:

Student: _____

Signature: _____

Date: _____

Dear Future Internship Site Supervisor,

We are thrilled you have hired one of our Towson University Communication Studies students to intern at your business/organization! In order for students to earn academic credit, we follow a standard that **40 hours of labor = 1 academic credit**. Typically, students pursue a 3-credit internship during a given semester. In those instances, the student would seek to clock a minimum of 120 hours at your business/organization working toward their academic credit. It is up to the student to adhere to the schedule and all submission deadlines to earn academic credit.

Over the course of their internship experience, the student must complete four specific forms/tasks with you related to earning academic credit. At the beginning of the semester, a *Learning Plan* will be developed to lay out specific goals and how they will be accomplished. Then about halfway through the semester, the student will provide you with a midterm evaluation form. Near the end of the semester, the student will submit a *Final Performance Review* and *Hours Logs*. All of these forms require your review and signature as their supervisor. Finally, at the end of each fall/spring semester, students will produce a presentation reflecting on their internship experience and deliver it at our COMM Student Showcase. We strongly encourage you to attend the showcase if able and look forward to your participation – more details will be shared by the student.

Here in the Department of Communication Studies, we are thrilled to partner with you, and we look forward to a successful semester. If you ever have any questions about the process, or the student, please don't hesitate to contact me. You can also find more information about our process and more information about our department .

Very truly,

Communication Studies
E-mail: communicationstudies@towson.edu
Office Phone: (410) 704-2138

EMPLOYER/SITE SUPERVISOR RESPONSIBILITIES CHECKLIST

- ☐ Identify internship responsibilities and projects and complete a learning/work plan with your student
- ☐ Identify a working space and appropriate tools/technology for the position
- ☐ Create a schedule for ideal internship dates and develop content for orientation/ training sessions (if applicable)
- ☐ Consider offering a competitive wage, salary or stipend
- ☐ Develop a schedule for duty days (work with intern's academic schedule)



- ☐ Discuss and identify, with intern, goals and learning outcomes for the internship
- ☐ Sign necessary forms through academic department (intern is responsible for bringing these to the employer)
- ☐ Develop a timeline for reflective evaluation and feedback
- ☐ Throughout the internship, offer intern mentoring and growth opportunities
 - Networking events
 - Meetings with colleagues
 - Insight into typical industry career paths
- ☐ Consider the intern for future full-time hiring needs
- ☐ Reflect on future site and supervision improvements

Employer Information

Company Name: _____

Type of Industry: _____

Address: _____

Phone Number: _____

Fax Number: _____

Website: _____

Year of Company Establishment: _____

Number of Full-Time, Paid Employees: _____

Site Supervisor: _____

Title: _____

Office Phone Number: _____

Email Address: _____

Internship Program Coordinator/Contact Person (a second contact in your organization different than Site Supervisor): _____

Title: _____

Office Phone Number: _____

Email Address: _____

Please attach a copy of your employee handbook and/or your organization's Sexual Harassment & Discrimination Policy and Procedures. **All internship sites must have a stated policy in order to receive approval for academic credit.**

Internship Description: Please attach a copy of the job description that includes details regarding the minimum qualifications, compensation, preferred work schedule, and work location. **A detailed job description must be provided in order to receive approval for academic credit.**



In addition, list 3-5 major responsibilities or projects for the intern.

Intern Responsibility/Project	Percentage of Total Hours
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The Site Supervisor's Signature below indicates that:

1. The employer is an equal opportunity employer in compliance with all EEO guidelines and legislation.
2. The site supervisor has read the introductory letter, the responsibilities checklist, and the established approval guidelines for internships in the Department of Communication Studies and agrees to the guidelines as established.

Site Supervisor: _____

Signature: _____

Date: _____

SUPERVISING FACULTY – COMPLETE THIS PORTION OF THE FORM

☐ I agree to supervise this project and work with this student

Supervising Faculty Name: _____

Signature: _____

Date: _____



Communication
Studies

Department Chair Approval

The internship is: ☐ Approved ☐ Denied

Term/Year of approval: _____

Number of units approved: _____

Course/Section: _____

Additional comments on approval/denial:

Name: _____

Signature: _____

Date: _____