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***COMM 299 Internship
Process and Forms***

This documents and its forms are designed to help you prepare for and accurately report your internship opportunity. These forms are for Departmental purposes only and only for semester internships seeking .25 to 1.0 course credit for COMM 299

This packet of documents includes the following:

COMM 299 Internship Registration and Participation Guidelines
COMM 299 Internship Registration Form
COMM 299 Internship Host Confirmation Form
COMM 299 Internship Preparation Report Guidelines
COMM 299 Internship Independent Study Learning Contract Guidelines
COMM 299 Internship Independent Study Learning Contract Form
COMM 299 Internship Code of Conduct Form
COMM 299 Internship Liability Release and Medical Authorization Form
COMM 299 Intern Performance Evaluation Form

Please carefully read through all of these documents and if you still have questions, please contact the Department Chair of the Department of Communication and Theatre.



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COMM 299 Internship Registration and Participation Guidelines

COMM 299: Internship in Communication is a .25-1.0 credit, pass/fail arrangement that appears on the student's University transcript as an enrolled course. In addition to working as an intern, participants work closely with a faculty sponsor who assists the student in developing and implementing an academic context for the internship experience. Enrollment in COMM 299 is intended for those students who have established an internship with a host organization, and who wish to actively link this internship with their academic program at DePauw. The student is solely responsible for identifying and securing the internship; furthermore, it is the student's duty to solicit the assistance of a willing faculty member to serve as the sponsor of the internship toward the development of an academic context for the internship.

Because COMM 299 earns credit toward the major in Communication and Theatre and/or graduation, there are academic expectations that must be completed in order to receive recognition for participation. Students are not awarded a passing grade simply for completing the internship; participants are required to develop and complete an academic component relevant to the internship with the help of a faculty sponsor.

PLEASE NOTE: DePauw encourages engagement in professional work settings to complement on-campus academic programs; however, enrollment in COMM 299 is not appropriate for all situations, and will be accordingly reserved.

Registration for COMM 299 is coordinated through the Department of Communication and Theatre and is similar but not identical to the registration process for UNIV 297 supported by the Civic, Global & Professional Opportunities program. The following are considered pre-requisites for participation in COMM 299:

- An offer of employment for an internship with an appropriate time commitment
- Agreement by faculty sponsor to assist in the development and implementation of learning objectives during the internship.
- Completed application material, including:
 - Registration Form
 - Statement of Intent
 - Host Confirmation Form
 - Code of Conduct Form
 - Liability Release and Medical Authorization Form
 - Resume
- The development of an "Independent Study Learning Contract" with the faculty sponsor (details below); preferably due to the Department Chair with the registration materials, but definitely due prior to the first day of the internship.

To be eligible for COMM 299, the internship placement cannot violate either of the following conditions:
The student cannot work directly for or with a relative (father, mother, sibling, etc.).
The internship cannot duplicate a past experience.
The internship may be paid.

Getting Started

The internship itself is in no way offered or guaranteed by DePauw or the Department of Communication and Theatre: it is the student's responsibility to negotiate and secure the internship placement by way of personal outreach and networking. Students are encouraged to consult with Civic, Global & Professional Opportunities staff for detailed advising on resume writing, networking, interview skills, and goal setting.

Registration Material and Faculty Sponsor

Once an internship is secured, the student should complete and submit all registration material, including:

- Registration Form (with attached "Statement of Intent")
- Host Confirmation Form (to be completed by the internship host supervisor)
- Code of Conduct Form
- Liability Release and Medical Authorization Form (requires a parent's signature), and
- Resume.

Registration material is available from the Department Chair and the departmental webpage, and is due no later than **the end of drop/add for the semester in which the credit will be received** to the Department Chair.

Students are also solely responsible for arranging sponsorship for the internship by a member of the faculty. Primary duties related to sponsoring an intern include:

- General advising on professional behavior
- The development of a supportive and relevant academic context for the internship, including preparatory assignments (if appropriate) and supplementary reading throughout the internship
- Willingness to contact the host organization periodically during the summer months
- Commitment to evaluating the student experience at the conclusion of the internship.

Students should be aware that faculty members are *not* required to have academic obligations in addition to their regular teaching load; please be considerate of their time when asking for their assistance with sponsoring duties. Furthermore, it is important to communicate to the sponsor *what* the internship will consist of, *why* it is being pursued, and *how* it enhances the student's academic program at DePauw.

Independent Study Learning Contract

After completing all registration material and arranging a faculty sponsor for the internship, the student should begin drafting an "Independent Study Learning Contract". The purpose of this 2-3 page document is to explain – in direct, descriptive language – WHO is offering the internship and WHERE/WHEN it will take place, WHAT the nature of the work will be while on-site, WHY the internship is thought to be valuable (list specific goals and objectives for the experience), and HOW the internship will be evaluated by the faculty sponsor (list assignments – journals, reports, portfolios, readings, etc. -- and associated due dates).

The Independent Study Learning Contract must reflect mutual understanding among student and faculty sponsor about all aspects of the internship and related academic assignments. Several drafts will likely be necessary to produce a final version. Three copies of the final document should be printed and signed by both student and faculty sponsor; one copy must be submitted to the Department Chair prior to the first day of the internship, and one copy should be retained by the student and faculty sponsor, respectively.

Internship

According to (but not limited by) the *Internship Code of Conduct*, interns are required to demonstrate professional behavior on a consistent basis throughout the internship. Hosts are encouraged to provide performance updates for their interns to DePauw faculty sponsors, accounting for general aptitude, behavior, and progress to date. The grade you receive will be impacted by this type of feedback.

Participants in COMM 299 are expected to arrive on-time for every scheduled workday during the internship. In the event of illness or emergency, the student must inform both the host supervisor and the faculty sponsor in advance of your absence from work (when possible). Any vacation time should be pre-approved by your host supervisor, before making commitments.

It is expected that the student complete all academic assignments specified in the Independent Study Learning Contract *in addition to job-related work as an intern*. It is the student's responsibility to follow through with all academic obligations as required by the faculty sponsor to receive a *satisfactory* mark in this course.

Evaluation

Before concluding the internship, the student is responsible for arranging an "exit interview" with the host supervisor for the purpose of receiving constructive feedback on job-performance during the internship. The "Intern Performance Evaluation Form" must be completed at this time.

After completing the internship, the student is responsible for submitting all owed assignments (journals, portfolios, reports, etc.) to the faculty sponsor according to a timeline specified in the Independent Study Learning Contract. Participation in COMM 299 will be evaluated on a *satisfactory (S)/unsatisfactory (U)* basis, as determined by internship performance (reported in part by host supervisor) and acceptable completion of related academic assignments.

*Final materials for internships (reports, portfolios, etc.) will be due to the faculty sponsor **no later than final day of scheduled exams for the semester.**



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COMM 299 Internship Registration Form

Provide information for all requested fields, and submit to the Department Chair no later than **the end of drop/add**.

➤ I certify that the terms of my internship are consistent with the following prerequisite conditions; please initial to confirm:
_____ my host is **not** a family member _____ my internship does **not** duplicate a past experience (*i.e. you are not returning to a past internship host in the same capacity as previously employed*) _____ my internship is full-time (~35 hrs/wk) and lasts a minimum of 6 weeks.

Student Name _____ **Faculty Sponsor** _____ **Initials** _____

Class (please circle rising rank) **Sophomore** **Junior** **Senior**

Major (intended) _____

Student ID# (as appearing on DPU id card) _____

Previous COMM 299 or UNIV 297 Intern? (circle one) Yes No

If yes, how many past experiences? _____

U.B. Box # _____

Summer Mailing Address _____

Will you be living on campus during your internship? ___ Yes ___ No

Mobile Phone Number _____

DePauw Email Address _____@depauw.edu

Host Supervisor Name: _____

Host Supervisor Title: _____

Organization Name: _____

Host Supervisor Phone: _____

Host Supervisor Fax: _____

Host Supervisor Email: _____

Web Address: _____

This internship will be for (please check one) _____ .25 Credit _____ .5 Credit _____ 1.0 Credit

Statement of Intent

In a separate document, prepare a 2-3 page, detailed and thorough response to the following:

A. Please provide a description of the internship you will be undertaking, including the contact information for your host supervisor, your perceived responsibilities and assignments, and your primary objectives for this experience.

B. An internship immerses students in a professional environment with the purpose of achieving a better understanding of that profession, and gaining applicable skills. What has led you to pursue this specific opportunity? How do you foresee yourself engaging in a professional environment as an intern? What is it about this profession that most excites you? What is this internship's relationship to communication or theatre?

C. Students prepare for internships through course work, research, reading, and by having conversations with fellow students, faculty advisors, career advisors, and professionals. What have you done to prepare for your internship thus far? What will you accomplish before beginning your internship to better prepare yourself?

Read and sign the following to complete your registration material:

I understand that my internship is a professional responsibility, and I commit to full participation and satisfactory completion as outlined in the posted guidelines. If, for whatever reason, I am unable to complete my internship as reported in this application, I will notify the Department of Communication and Theatre immediately.

I have completed and attached each of the following documents with this registration form; please indicate with **x** and PLEASE affix student last name and id# to each submitted page:

Host Confirmation form

Statement of Intent (see prompt, above)

Résumé

Code of Conduct (your signature is required)

Agreement, Release & Med. Authorization form (signature is required from you as well as a parent/guardian)

Copy of Independent Study Learning Contract OR I will deliver the completed learning contract on _____

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____



**COMM 299 Internship
Host Confirmation Form**

Please complete and return to student, or to the Department Chair at the above detail.

Student Name: _____

In addition to working for your organization, your intern will be enrolled in a variable credit course at DePauw University during the summer months. A member of the faculty has agreed to sponsor your intern in developing an academic component for the internship, for the purpose of connecting this real world experience with the student’s chosen field of study at DePauw in an intentional and goal-specific manner. The internship experience will appear on the student’s University transcript.

The faculty sponsor assists the student in developing learning objectives for the internship, specifying preparatory and reporting requirements, serving as a point of communication with the your organization, and evaluating assignments at the internship’s conclusion. Please expect to be contacted by your intern’s faculty sponsor for progress updates throughout the summer.

To maximize the experience for your intern, please observe these basic criteria for the internship:

- The student must work an appropriate number of hours for the credit anticipated.
- The student should be given an appropriate amount of responsibility to warrant receiving academic credit (i.e. clerical tasks should be kept to a minimum).
- The student must be adequately informed of *your* expectations (professional, behavioral, cultural, etc.) from the outset; please include your intern in all appropriate orientation offerings.
- The student should be given adequate supervision and mentoring throughout the internship.
- An exit interview is required, through which you provide the intern with written and oral feedback regarding her/his on-site performance. Your intern will provide a worksheet to assist this exercise.

I. CONTACT INFORMATION (To be completed by the Host Supervisor)

Host Organization			
Host Supervisor Mr. Mrs. Ms. Dr.		Title of Host Supervisor	
Address			
City	State	Zip	Country
Phone	Fax	Host Supervisor Email	
Website			

(Continued on reverse side)

II. INTERNSHIP DESCRIPTION

A. Please detail the work project(s) to which the student might be assigned during the internship.

B. Please outline the type of responsibilities the student might have during the internship.

C. Please explain the supervision and mentoring the student will receive during the internship.

III. Work Schedule

A. Internship Start Date..... _____

B. Internship End Date..... _____

C. Projected work schedule (days/hrs)..... _____

SIGNATURE OF HOST/SUPERVISOR: _____ DATE: _____



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COMM 299
Internship Preparation Report
Guidelines

Please complete and return to faculty sponsor.

This optional form is designed to help you and the faculty advisor guide your preparation for your internship. This form is optional and will be used at the discretion of the faculty advisor. Materials collected for this report and the reflection you do should also be helpful in the preparation of the Independent Study Learning Contract.

Reflect on how you will prepare for the internship and research books and articles that might relate to your internship. Consider the field you will be working in: are there industry- specific publications that you can consult? How does your internship field relate to the academic discipline of communication or theatre? Are there professional societies that your host supervisor belongs to – and do they produce resources that you can consult? A mix of literary and media sources is acceptable. Other preparatory work may involve informational interviews, community mapping, or other research related to the host, environment, or career field of the internship. This work should require eight hours to investigate, and culminates in this Internship Preparation Report.



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***COMM 299 Internship
Independent Study
Learning Contract Guidelines***

The Learning Contract

The purpose of the independent study learning contract is three-fold: (1) to describe your internship with efficient detail, (2) to establish the internship as a goal-oriented experience – and one related to your larger academic program, and (3) to present a bibliography related to your internship. Your task is to outline the scope of your internship, declare your goals for the internship, suggest how you intend to accomplish the stated goals, and to explain how you will be evaluated for the project. Additionally, you must prepare a bibliography that contains resources that enhance your perspective on your internship. You should plan to work through several drafts of the learning contract, and to incorporate suggestions from your host supervisor and faculty advisor, alike.

The successful learning contract will contain these six components:

I. CONTACT INFORMATION

List contact information (name, mailing address, telephone number, email address) for you, your host supervisor, and your faculty advisor.

II. DESCRIPTION OF INTERNSHIP

Using thorough detail, describe your role and your responsibilities for the internship. List duties, projects to be completed, etc. Describe in as much detail as possible the supervision that will be provided. What kind of instruction, assistance, and consultation will you receive, and from whom?

III. LEARNING OBJECTIVES

What do you intend to learn through this experience? Be specific, and use concrete terms. How will your internship activities (such as projects, research, report writing, conversations, etc.) help you to meet your learning objectives?

IV. EVALUATION

How will your work performance be evaluated? Your faculty sponsor will require you to keep a journal (e.g. written journal, photo journal, art journal), prepare two, separate reports (one written for your host, and another for your advisor), and you will need to complete an exit interview with your host supervisor in which you work through the Intern Performance Evaluation form.

V. PREPARATION

Describe how you will prepare for the internship, to include a bibliography that incorporates 5-7 resources that relate to your internship. Consider the field you will be working in: are there industry- specific publications that you can consult? Does your internship field have a related academic body? Are there professional societies that your host supervisor belongs to – and do they produce resources that you can consult? A mix of literary and media sources is acceptable. Other preparatory work may involve informational interviews, community mapping, or other research related to the host, environment, or career field of the internship. This work should require eight hours to investigate, and may culminate in an Internship Preparation Report to be submitted to your faculty sponsor prior to the start of your internship.

VI. SIGNATURES

When you and your faculty sponsor have agreed on the details of your learning contract, the document should be *signed and dated by BOTH of you.*

Submit your learning contract no later than end of drop/ad of the semester. Additionally, provide a copy of your learning contract to your host in advance of the internship.



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***COMM 299 Internship
Independent Study Learning
Contract Form***

Student's Name _____

Email _____

Professor's Name _____ Email _____

Student's Address (during project period): _____

Semester of Proposed Course: _____ Course Title/Number/Credit: _____

In the space provided below, please explain the general purpose behind your taking this summer internship for credit:

For your time off-campus list all relevant activities you will be pursuing

I. Student Learning Goals:

II. Action: (list types of activities and target deadlines such as readings, reports/papers, projects)

III. Professor Expectations: (include such items as: grading criteria, frequency of contract, quality and quantity of output)

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Department Chair Initials: _____



COMM 299 Internship Code of Conduct Form

Please complete and return to the Department Chair with your Summer Internship Application Materials

DePauw requires adherence to professional and ethical standards for students participating in university sponsored internships. Student behavior directly reflects upon the University and the relationships it builds with various organizations. The Department maintains the expectation that students will pursue professional engagements with corresponding professional behavior throughout their engagement in a COMM 299 Internship.

As a registered student, you are bound by obligations to DePauw University while participating in COMM 299, on-campus or otherwise. Such obligations are communicated in the Student Handbook (Expectations for Student Behavior, DePauw University Handbooks: Student Handbook). Please review the following excerpt below:

“As responsible members of the community, DePauw students are expected to maintain the University’s highest ideals of academic and social conduct and are responsible for knowing the published regulations and standards of the University. These guidelines express expectations of student behavior, convey a respect for group living and provide for protection of individual rights.

Students, as adults, are presumed to know University policies and the student judicial code. Formal University judicial action may be taken for violation of the University's Code of Conduct.

Generally, DePauw’s jurisdiction for judicial action shall be limited to conduct that occurs on University premises; however, off-campus behavior that adversely affects the University community and/or the pursuit of its objectives may result in University judicial action. At DePauw, we have a vital interest in the character of our students and may regard off-campus behavior as a reflection of a student’s character and his/her fitness to continue to be a member of the student body. It is the responsibility of the Judicial Committee to determine whether University jurisdiction should be asserted.

Students traveling away from campus on DePauw-sponsored activities or off-campus study programs are expected to comply with the laws of the state, country, or province they are visiting. A violation of such laws may result in University charges against the student. Students participating in off-campus study programs are also expected to comply with the policies of the host institutions, and a violation of such policies may result in University charges.”

Additionally, as an intern you carry the unique responsibility to conduct yourself in a manner appropriate to your place of work. Bear in mind, always, that you are a guest at your host organization, and it is to them who you owe diligence and respect while fulfilling your assigned duties. During your internship, you are a representative of DePauw University: your performance as an intern reflects this Institution and all its affiliates. You must, therefore, strive to complete your internship at the highest level.

I have read, understand, and agree to adhere to the Internship Code of Conduct. I understand that failure to comply with these guidelines may jeopardize my enrollment in COMM 299 and my ability to secure future internships through DePauw in the future. I agree to participate in all orientation meetings and submit all required application materials to the Department Chair by the specified deadlines. I understand that failure to do so will jeopardize my participation in the internship and may result in an unsatisfactory (U) grade.

Student Signature

Please Print Name

Date



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**COMM 299 Internship
Liability Release and Medical
Authorization Form**

The undersigned student (“Student”) and the Student’s parent(s) or legal guardian(s) (“Parents”) whose signatures appear below agree to the following:

1. Student has voluntarily chosen to participate in an off-campus program, and understands that such participation is not required by DePauw. Student will abide by all applicable laws of the countries/states to be visited. Student agrees to conform his/her conduct to all rules, regulations, and policies applicable to DePauw students in general, including the Student Handbook, and understands that failure to so conform may result in early termination from the program and being returned to DePauw at Student’s expense and without refund of any fees paid.
2. Student and Parents acknowledge that DePauw has not represented that it has superior knowledge of external conditions at the program site(s) and, as a matter of fact, may have none, and that DePauw has not provided guarantees of safety while Student is participating in the program. Student and Parents acknowledge that living and traveling off- campus involves locations which may have health and safety standards substantially below those enjoyed on-campus, and student voluntarily assumes any and all risks of personal injury or property damage, known or unknown, arising out of participation in the program or travel related to the program. If the off-campus program includes international travel, Student acknowledges that he/she should regularly consult with the State Department Consular Information Sheets and Travel Warnings at <http://travel.state.gov/travel/> and the Centers for Disease Control (CDC) at <http://www.cdc.gov/travel/> with regard to their destination country(s) prior to signing this Agreement, as well as prior to departure.
3. In consideration of DePauw authorizing Student to participate in the program and for other good and valuable consideration, Student and Parents hereby release and discharge DePauw, its officers, employees and trustees, and their successors and assigns, from all claims, liabilities, injuries or demands of any nature whatsoever for or an account of any injuries to person, including death, and/or loss to property, arising out of, or in connection with, participation in the program, including all transportation related to the program.
4. Student grants to DePauw, or any of its designated representatives, full authority to take at Student’s expense, any action deemed necessary to protect Student’s mental or physical health and safety, including but not limited to, placing Student under the care of a doctor or in a hospital or such other appropriate place for medical examination and/or treatment, or returning Student to DePauw. Should the need arise, DePauw is authorized to make available to any health care provider who may during the program provide medical treatment to Student, any and all medical and mental health records, including opinions, reports, notes, x-rays, or any other information or documents in the possession, custody, or control of DePauw. Student hereby waives for such purpose any physician/patient or counselor/patient privilege which Student may have with respect to such information.

Parent or Legal Guardian

Signature: _____

Printed: _____

Address: _____

Date signed: _____

Student

Signature _____

Printed: _____

Home Address _____

Date signed: _____

In case of emergency, notify the following person(s):

Name (Printed) _____

Landline phone – area code and phone number _____

Cell phone – area code and phone number _____

E-mail _____



Please complete and return to faculty sponsor.

INTERN NAME: _____

Please evaluate your intern's work in the following categories:

	Excellent	Good	Fair	Poor	N/A
Ability to Learn					
Learns basic skills and information	1	2	3	4	5
Applies knowledge to work situations	1	2	3	4	5
Utilizes analytical skills	1	2	3	4	5
Attitude					
Maintains motivated attitude toward work and supervision	1	2	3	4	5
Accepts constructive criticism willingly	1	2	3	4	5
Acts in a cooperative manner	1	2	3	4	5
Quality of Work					
Shows confidence in skills and program knowledge	1	2	3	4	5
Feels comfortable in finding creative solutions to problems	1	2	3	4	5
Works in a resourceful way	1	2	3	4	5
Reliability					
Punctuality: arrives on-time and is ready to work	1	2	3	4	5
Uses time efficiently: utilizes workday appropriately	1	2	3	4	5
Takes personal responsibility for projects	1	2	3	4	5
Exercises good judgment	1	2	3	4	5
Interpersonal Skills					
Develops useful working relationships with colleagues	1	2	3	4	5
Expresses opinions and asks questions openly	1	2	3	4	5
Takes the initiative when appropriate	1	2	3	4	5
Professionalism					
Acts courteously around all employees	1	2	3	4	5
Uses leadership skills in a suitable way	1	2	3	4	5
Acts responsibly	1	2	3	4	5

INTERN SIGNATURE: _____ DATE: _____

HOST SIGNATURE: _____ DATE: _____

Please use back for additional comments.