

BELHAVEN UNIVERSITY

O u r S t a n d a r d i s C h r i s t

Dear Prospective Intern Employer,

Thank you for considering hosting a Communication Intern from Belhaven University! We look forward to working with you to place a Belhaven Communication student in your business or organization.

We look forward to working with you to ensure that the student not only has a meaningful and informative internship experience, but that the student's work makes a substantial contribution which supports your organization's overall goals and objectives.

Included in this packet are several pieces of information, some of which are provided for your information only; others need to be completed by you so we can proceed. If you have any questions about any part of the internship program, please do not hesitate to contact me.

Sincerely,

Bill Moak, APR
Chair and Assistant Professor of Communication

Our Program

All Belhaven Communication students are required to attempt and complete an internship as part of their requirements to receive the Bachelor of Arts degree in Communication. The internship experience provides a key experiential learning component to our program, and we have established a long track record of placing excellent interns at businesses, nonprofit organizations and governmental agencies. Students may apply for three hours of internship credit through COM450 – Communications Internship. However, students may serve in as many internships as they have the desire, and we encourage them to complete multiple internships through their college career.

Eligibility

Successful completion of an internship will earn three credit hours, subject to the following requirements:

1. The student must have at least an overall Belhaven Grade Point Average (on a 4.0 scale) of 2.75 at the time the internship semester begins.
2. The student must be classified as a Junior or Senior.
3. The internship must be directly related to the student's academic major.
4. A faculty member must supervise the internship.
5. A company/organization must agree to place the student in a position in which the student will gain exposure to new responsibilities and apply academic principles.
6. The student must submit a complete internship application to the Registrar's Office one week prior to the date for registration in order for there to be ample time for administration to provide internship approval.
7. Approval must be given by the appropriate college personnel before the student may register for the internship.
8. The deadline for registering for an internship is the same as a regular class; the last day to register for an internship will be the last day a class may be added. Note: All of the required forms must be complete before the student registers for the internship.

FAQs for Students

How do I find an internship?

There are many ways to find a Communication internship. (more needed here)

How many hours do I have to work to get the three-hour credit?

To earn internship credit (COM450), the student must complete at least 135 hours of on-site work within the workplace, starting no earlier than the date classes begin for that semester, and ending no later than the last day of scheduled classes. In addition, the student must meet the requirements as stated above.

Do I have to work on-site?

Yes, but there are limited exceptions. If the employer has no physical location, cannot get to the location because of disabilities, or the location is extremely distant from the student's place of residence, the student and employer can schedule a remote internship. However, these situations are not optimal for a true internship experience, and are generally discouraged.

What will be my schedule?

That's between you and the employer. Both the student and employer should be flexible enough so that the schedule can meet the employer's needs for the student to do meaningful work while on the job site, while taking into account the student's need to accommodate class schedules, other work and personal responsibilities. Schedules do not have to be pre-approved by the Faculty Supervisor.

What will I have to do on the job site?

Your responsibilities must be worked out before you start working, and will depend on the employer's needs and the work they assign to you.

What will the Faculty Supervisor do?

See Responsibilities of the Faculty Supervisor, below.

Will I get a grade?

Starting in Spring 2017, all COM internships will be graded on a pass/fail basis.

Can I get credit for COM350 if I took a previous internship?

No. Starting in the Spring 2017 semester, the internship work must be completed in the same semester as the credit is being sought. (If a student had previously negotiated such an arrangement with Faculty, that decision will be honored).

What happens if my circumstances change during the internship, and I can't complete the work?

As with any course, you can withdraw up to the dates specified in Belhaven's Academic Calendar.

Will I be doing menial tasks?

Under ideal circumstances, no. The Communications Internship is to help get students real-world experience in their chosen field. This means that the intern has real, communications-related responsibilities. Realistically, however, workplace realities sometimes mean that everyone (from the intern to the CEO) must pitch in to tackle a sudden emergency, or to request that the intern help with office responsibilities that may occur. But in no case should other responsibilities make up more than 10 percent of your daily work. If this starts become a problem, let your Faculty Supervisor know **immediately**.

What if I have a problem at the job site?

Under no circumstances should you ever feel threatened, harassed, discriminated against or abused in any way in the workplace; if any of these occur, contact your Faculty Advisor immediately. Unfortunately, problems do arise from time to time in every workplace (as they do for all employees.) If you feel an issue is important, do what any employee would do in a similar situation. Your first action should be to try to address the problem yourself, working with your colleagues. Then, try to get the issue addressed with your Job Site Supervisor. If that doesn't work (or if the Job Site Supervisor *is* the problem), contact your Faculty Supervisor.

Finding an Internship

Internship opportunities can be located either by the student on his or her own, or by the department. To gain credit, the student must work at least 135 hours during the internship. While some internships include compensation from the employer, this is not a requirement, and should not be a major consideration of whether an internship might be a valuable opportunity.

Objectives of the Internship Program

The instructor will work with the student and site supervisor to ensure these objectives are met:

- To Improve the students skill in their area of concentration;
- To enhance the student's understanding of their chosen field and their ability to incorporate Biblical principles;
- Make a meaningful contribution to the employer by using skills and talents;
- To learn how to develop and nurture relationships with the media on behalf of a particular company or agency;
- To help students make decisions on a daily basis while working for or with the media.

Parties involved in the internship

There are three primary parties involved in the internship:

1. The student;
2. The Job Site Supervisor (generally, the person who supervises the intern at the job site and represents the company or organization);
3. The Faculty Supervisor (generally, the Chair of the Communication Department), and

Responsibilities of the student

1. Submit a project proposal to the Faculty Supervisor.
2. Maintain a journal of daily, weekly and infrequent activities.
3. Observe and adhere to all requirements of the internship program.
4. Check in with the Faculty Supervisor at least once per week via email or telephone.
5. Meet with the Faculty Supervisor when requested.
6. Submit all required documents.
7. Observe and adhere to all requirements of the employer, including attendance, workplace conduct rules, and any other requirements agreed-upon by the employer, student and faculty advisor.
8. Respond promptly to any requests for information or updates.
9. Upon completion of the internship, submit a comprehensive and detailed report of activities.

Responsibilities of the Job Site Supervisor

1. Work with the intern and faculty advisor to establish specific goals and objectives for the program.
2. Provide a safe, comfortable work environment, consistent with that provided to other employees, and provide any necessary equipment/materials for the intern to work (desk, computer, telephone, etc.)
3. Agree to meet at least once in person with the faculty supervisor during the term of the internship; the faculty supervisor will call and/or email the employer representative on a regular, recurring basis to monitor the student's progress and identify any problems or issues.
4. To the extent feasible, include the intern in employee activities involving the student's co-workers.
5. Agree to provide meaningful tasks and projects related to his or her communication studies.

Responsibilities of the Faculty Supervisor

1. Communicate with the student on a regular basis, at least once per week (via email, visits, phone calls or other communication).
2. Visit the internship location at least once during the internship, to speak with the site supervisor and to address any issues that may have arisen. (If the internship location is outside of the metro Jackson area, this can be done by teleconference.) The student is not required to be present, but it's preferable to schedule the visit while everyone is there.
3. Be responsive to any concerns of the Job Site Supervisor.
4. Assist the intern in resolving any issues or concerns.
5. Ensure that the student receives a grade and appropriate earned credits.

STUDENT INTERNSHIP APPLICATION

(To be completed by the student)

Course Number: COM 450

Credit Hours for this Internship: 3

Student Name: _____

Student ID#: _____ Class: _____

Mailing Address:

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: (Local)

(Cell/Other):

Major: _____ Minor: _____ Overall Belhaven GPA: _____

Name of Faculty Supervisor: _____

Name of Company/Organization: _____

Address: _____

Name of Job Site Supervisor: _____

Dates of Internship Experience: From _____ To _____

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1. Give a formal internship description: (What are the responsibilities, goals, etc.?)

The Department of Communication designed its internship program to provide an opportunity for students to engage in hands-on experience in their chosen field. The student is encouraged to utilize this opportunity to showcase their knowledge, skills and abilities to the agency where they have been assigned.

2. Give an explanation of how specific knowledge attained in the classroom will be applied on the job during the internship.

Internship Evaluation
(To be completed by the Job Site Supervisor)

Student Intern Name: _____

Company/Agency: _____

Physical Address: _____

Job Site Supervisor Name: _____

Title: _____

Direct Telephone: _____

Cell Phone (if you wish to provide): _____

Email Address: _____

Date Signed: _____

Evaluation of the Intern

(To be completed by the Intern's Job Site Supervisor at the end of the term.)

Job Site Supervisor: Please rate (✓) your student intern's performance on each criterion listed below.

	Outstanding	Very Good	Average	Below Average	Not Applicable
Professional Competency					
Basic language skills					
Oral Communication / Delivery					
Writing					
Editing					
Reporting, data / fact gathering					
Layout / design					
Creativity					
Critical Thinking					
Accuracy / attention to details					

Research skills					
Organizational Skills					
Numerical and Statistical Skills					
Understanding and application of First Amendment principles					
Ethics					
Technical Skills (computer and other equipment that apply); Ability to learn new skills					
	Outstanding	Very Good	Average	Below Average	Not Applicable
Workplace Skills					
Initiative / Motivation					
Punctuality / Reliability					
Interest in work					
Team Player (co-workers, sources, clients, managers)					
Ability to work in a diverse workplace					
Ability to work with a diverse audience, clients and/or sources					
Ability to learn and accept constructive criticism					
Overall Performance					

Comments:

Signature of Job Site Supervisor: _____

Date Signed: _____

Please return to:

Mr. Bill Moak, Department of Communication
 Belhaven University
 1500 Peachtree Street – Box 312
 Jackson, MS 39202
wmoak@belhaven.edu
 601.968.8715

The Job Site Supervisor should complete this form at the end of the internship, and return it directly to the Faculty Supervisor, in confidence.

Internship – Faculty Supervisor Duties

(To be completed by the Faculty Supervisor)

Student Name: _____

Faculty Supervisor Name: _____

To ensure the quality of the student's internship experience, the following duties of the faculty supervisor are required.

Please sign and date each item below as it is completed. Please submit completed form to the Director of Career and Academic Development to receive credit. Note: **The student will receive credit and grade for the internship only after this paperwork is filed.**

1. Develop a specific course syllabus for the internship experience that challenges the student to pursue this study by applying Biblical principles. Include goals, objectives and specific expectations of the student of an academic, ethical and spiritual nature.

Date Completed _____

2. Meet with the student at least once per month (*once per week in summer terms*) to discuss the internship experience and its relationship to the student's academic course work and personal/career development. (*If the student is outside the Jackson area, phone conversations will be acceptable.*)

Month 1 / Date Completed _____ Month 3 / Date Completed _____

Month 2 / Date Completed _____ Month 4 / Date Completed _____

3. Require the student to submit written reports that satisfactorily demonstrate an understanding of the relationship between the formal theories in the field and their practical applications. A final paper should be submitted at the end of the internship to include the student's overall learning experience.

Date Completed _____

4. Visit the work site at least once per semester during the internship to observe the work of the student and to discuss the student's performance with the Job Site Supervisor. (*If the student is outside the Jackson area, a phone conversation with the job supervisor will be acceptable.*)

Date(s) of Visit _____

5. Contact the Job Site Supervisor periodically to insure satisfaction with the student's work.

Date(s) Completed _____

6. Submit this document to the Director of Career and Academic Development. The student's grade will be assigned after this document is received.

As faculty supervisor for the internship, you may have other requirements which will enable the student to account for his/her time spent in the internship. Your personal discretion may be used in supervising the internship, taking into account the minimum requirements listed above.

The Faculty Supervisor completes this form and submits it to the Center for Career and Calling, so credit may be awarded.