

## COMM 321 - Undergraduate Internship Proposal Application

Application and proposal must be submitted **PRIOR** to the start of the internship!

**COMM 321 application deadline dates: Summer: June 12; Fall: September 12; Winter: January 12**  
**(If the deadline is on a weekend, applications are due the next business day no later than 5:00 p.m.)**

*NOTE: Students must be declared majors to apply for credit through Comm 321 or be completing the prerequisites (Comm 101 and 102) with a C or above in each course and will declare following the current term.*

Name: \_\_\_\_\_ UMID: \_\_\_\_\_

Umich Email: \_\_\_\_\_ Internship Term/Year: \_\_\_\_\_

Class Level at Time of Internship: \_\_\_ Junior \_\_\_ Senior **Registration Term:** \_\_\_\_\_

Major(s): \_\_\_\_\_ Comm Declaration Date: \_\_\_\_\_

Total number of hours to be worked over course of internship:

up to 80 hours = 1 credit

up to 110 hours = 2 credits

135+ hours = 3 credits

Internship Sponsoring Organization: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_ Website: \_\_\_\_\_

### Notes:

- The COMM 321 Undergraduate Internship Application must include a 3-4 page proposal paper.
- Students should refer to the COMM 321 Undergraduate Internship Policies and Procedures
- No proposals will be approved for work already completed.
- **Internship credit cannot be used to satisfy any Communication Studies major requirements.**
- *Internship credits may only be used to fulfill general Bachelor's degree credit requirements.*

*I have read the requirements for obtaining experiential course credit and understand that, in order to receive credit, I must submit a final paper and a letter of evaluation from my supervisor to the Department of Communication Studies Faculty Internship Advisor by the specified deadline for the term in which I am registered. I also understand that the number of credit hours I will receive is dependent upon the number of hours worked and the academic merit of the experience.*

Student signature \_\_\_\_\_

Date: \_\_\_\_\_

Communication Studies Faculty Internship Advisor signature: \_\_\_\_\_

Date \_\_\_\_\_

## COMM 321 - Undergraduate Internship Policies and Procedures

Internships are **strongly encouraged**, although not required, to provide students with hands-on skills and experience. In order to be approved for COMM 321, internships must:

- Demonstrate systematic learning and application of experience to theory, concepts, or research methods of the field.
- Be approved **in advance prior to starting the internship** by the Faculty Internship Advisor.

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- Result in a project paper evaluated by the Faculty Internship Advisor.

Applications for COMM 321 are available on the undergraduate C-Tools site or in the main office.

### ***Important things you need to know!***

- Communication Studies **declared juniors or seniors** may receive internship credit through COMM 321 (Note: Students who are completing the prerequisite courses (Comm 101 and 102) with a C or above in each course and will declare the major following current term, are also eligible to receive internship credit.)
- **Internship credit cannot be used to satisfy any Communication Studies major requirement.**
- Internship credits may only be used to fulfill general Bachelor's degree credit requirements.
- No more than 3 credits in a single semester and no more than 6 credits total can be earned through COMM 321.
- Credit awarded will be based on number of hours spent in the internship and the academic merit of the experience.
- No retroactive credit will be granted for internships. **Internships MUST be approved IN ADVANCE.**
- The Department does NOT place students in internships. Students must find their own internships.
- Communication Studies majors may learn of available internships through the University of Michigan's Career Center, LSA Opportunity Hub Internship Program, Michigan Association of Communication Studies (MACS) undergraduate student group, Communication Studies undergraduate C-tools site and announcements sent to the Communication Studies e-mail group.

## COMM 321 Procedures

### 1. BEFORE INTERNSHIP -- Submit an application and proposal:

- a. **Prior to beginning an internship** you must submit an application for Comm 321 and a proposal consisting of 3-4 pages, including a reference page, to the Faculty Internship Advisor, Department of Communication Studies, 5370 North Quad 105 S. State St. Ann Arbor, MI 48109-1285.  
The Proposal must:
  - Include 5-7 academic sources relevant to the internship (scholarly journals, articles & texts)
  - Preface final project paper
  - Focus on relationship between the internship and your academic studies
  - Include a detailed job description, including number of hours to be worked.
- b. Once the application and proposal are submitted:
  - The Faculty Internship Advisor will review for approval.
  - You will be notified by email if the proposal is approved or if a revision is required.
  - The Undergraduate Program Coordinator will issue permission for you to register for Comm 321. You will receive e-mail notification when permission to register has been issued.
  - If you need a letter of credit confirmation send request to: Undergraduate Program Coordinator, [sofiar@umich.edu](mailto:sofiar@umich.edu) with supervisor's name, organization, complete mailing address and fax or e-mail address. **You MUST turn in your application and proposal before requesting a letter.**

## 2. AFTER INTERNSHIP - Submit a project paper:

Papers should be 10-12 typed pages, double-spaced on 8-1/2 x 11" paper and should be built around academic citations. Proofread your paper for errors and staple in upper left-hand corner. Attribute ideas, theories and findings in previous research to original authors. Any standard citation/footnote/endnote system is fine, but you should stick to one system throughout. The final project paper must:

- a. Link internship experience to the readings listed in the proposal.
- b. Include references from proposed list of reading materials included in your proposal.
- c. Expand scholarly references.
- d. List goals and expectations going into the internship, including a brief description of predetermined goals and various job duties performed during the internship (no more than one page).
- e. Provide a critical analysis of the experience. Connecting theories and research covered in Communication Studies courses to insights gained from the internship experience. Include issues and examples derived from course work, as needed.
- f. Analyze the structure, function, goals and effects of the organization. Consider the following questions:
  - Does ownership of the outlet affect its content and production in your opinion?
  - How does it fit into society and culture?
  - What needs does it try to fulfill?
  - Is the organization generally successful in getting through to its audiences in the desired way?
  - How do you know this?
  - How could the organization be more successful at this, in your opinion?
  - In what ways did you observe the business side and production side of your organization interact?
  - In what ways did the business side influence the production side?
  - Is this influence justified in your opinion? Please cite specific examples.
  - Describe how the business side and commercial side of an organization would co-exist ideally in your view.
  - Did the lessons and experiences gained from your internship conform to studies and theories of the media and its operations that you've learned in the classroom?
  - What surprised you most about your experience based upon your academic training to date?
  - In short, what does a student in Communication Studies need to know in order to perform successfully in the professional field of communications?

## 3. Submit a supervisor's letter of evaluation:

A letter of evaluation must be submitted by your internship supervisor. The letter should be on organization letterhead and include the following:

- a. Intern's job description
- b. Number of hours intern worked
- c. Assessment of the intern's performance
- d. How the experience contributed to the intern's academic pursuits
- e. The letter of evaluation must be signed by the intern's supervisor and received by the department no later than the deadlines listed for the project paper.
- f. The letter should be addressed to: Faculty Internship Advisor, Department of Communication Studies, University of Michigan, 5370 North Quad 105 S. State St. Ann Arbor, MI 48109-1285.

### ***Final Paper and Evaluation Deadlines:***

- ***The final project paper and supervisor's letter of evaluation are due NO LATER THAN:  
Summer: July 28th; Fall: November 25th; Winter: April 7th***
- *Papers turned in after the deadline will not be accepted and no credit will be given for the class.*
- *Credit will not be granted if you fail to meet any of the COMM 321 requirements - including receipt of the supervisor's letter of evaluation - by the applicable deadline.*
- *Revised final paper, if applicable, is due on the last day of classes of the term in which you are registered for the internship.*