

Internships in Applied Communication Studies

Internship Application Information and Instructions

General Information

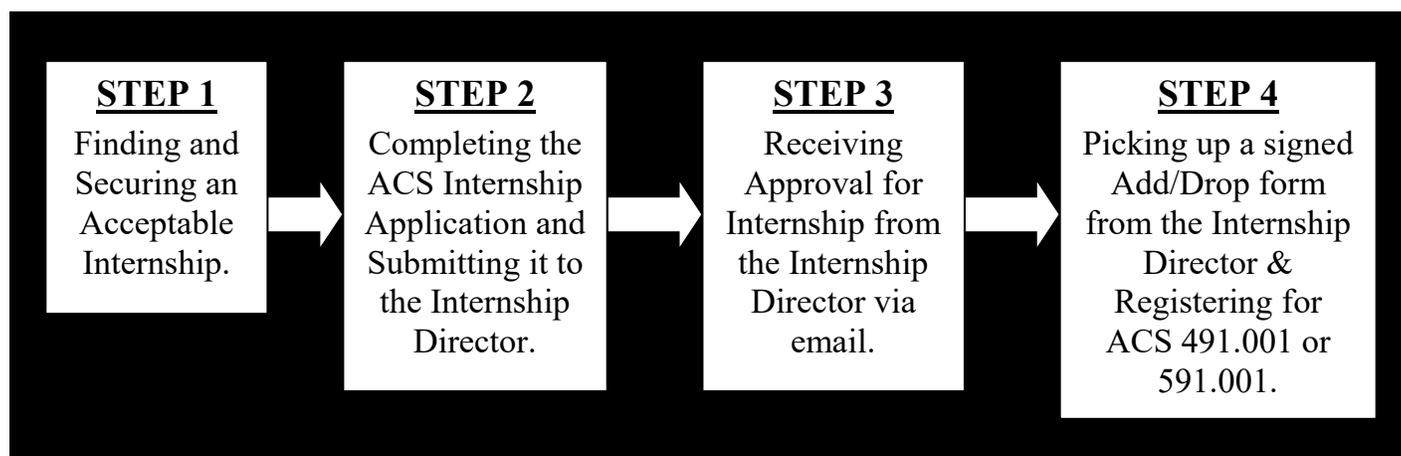
Applied Communication Studies majors at the undergraduate and graduate levels may complete internships to earn both academic credit and valuable professional experience. Internships can provide a great opportunity to apply communication theories and skills, as well as gain practical experience under the guidance of an organizational practitioner. Interns may work in virtually any area of Applied Communication under the supervision of individuals from a variety of local, regional, and national organizations.

Requirements for Internships:

- Undergraduate students must have at least junior standing (60 earned credit hours).
- Undergraduate students must have a minimum GPA of 2.5 and graduate students must have a minimum GPA of 3.0.
- Undergraduate students must be Applied Communication Studies majors.
- Internships must be approved by the Director of Internships in the Department of Applied Communication Studies before students can receive internship credit.

Internship Application Process

For students, the Internship Application Process consists of four consecutive steps: (1) Locating and securing an appropriate internship; (2) Completing the ACS Internship application; (3) Receiving approval from the Internship Director for internship credit; and (4) Registering for ACS 491.001 (undergraduate) or ACS 591.001 (graduate) by picking up a signed add/drop form from the Director of Internships and adding the course before semester deadlines.



COMPLETED ACS INTERNSHIP MATERIALS ARE DUE TO THE INTERNSHIP DIRECTOR NO LATER THAN 3 DAYS PRIOR TO THE UNIVERSITY'S LAST DAY TO ADD A CLASS FOR THE SEMESTER (USUALLY THE END OF THE FIRST WEEK OF CLASSES).

Step 1 - Locating and Securing an Appropriate Internship:

Students seeking internships must locate and secure an appropriate internship on their own. If students need help with this task, they are welcome to talk with the Internship Director.

Internship Possibilities: Many students have taken advantage of internships toward the end of their program of study as they transition from academia to their chosen profession. Students have found that internships not only provided them with very valuable professional experience, but also helped them make professional contacts and build their network. Some interns have received offers for permanent positions as a result of their Applied Communication internships.

Students in Applied Communication have completed internships in many fields including, but not limited to:

- | | |
|-------------------------------|-------------------------------|
| • Healthcare & Pharmaceutical | • Travel |
| • Nonprofits | • Hospitality & Entertainment |
| • Public Relations | • Media |
| • Social Services | • Education |
| • Retail | • Politics & Government |
| • Finance & Banking | • Law Enforcement |

Interns in Applied Communication have worked in a variety of capabilities including, but not limited to:

- | | |
|---------------------------------|--|
| • Fundraising | • Sales & Marketing |
| • Special Event Coordinating | • Writing/Design (brochures, manuals, reports, press releases, features, speeches) |
| • Training & Orientations | • Preparing & Giving Presentations |
| • Management | • Conducting Tours |
| • Marketing Research & Planning | • Research & Assessment |
| • Public Relations | • Interviewing |
| • Human Resources | • Corporation Communication/Internal Communication |
| • Promotions | • External Communication |
| • Advertising | • Social Media |
| • Image Management | |
| • Organizational Change | |

Step 2 - Completing the ACS Internship Application:

After locating an appropriate internship, students must submit an ACS Internship application. The internship application consists of four sections: (1) General information about the student and his/her coursework, and the internship sought; (2) A self-narrative/rationale explaining how the internship relates to the student's career goals and to their ACS coursework, (3) Two faculty recommendations, one of which must be from an Applied Communication faculty member; and (4) An internship agreement form, which must be signed by the student's immediate supervisor at his/her internship. All sections of the internship application must be completed before it will be reviewed and students can receive internship credit.

Undergraduate students:

Internships can be taken for variable credit (1 to 6 credit hours). Students must perform 40 to 60 hours of work to earn each credit hour. Therefore, for a 3 credit internship, students will generally work 120 to 150 hours over the course of a semester, or about 10 hours per week in a 15 week semester. Up to 3 credits of internship will fulfill elective requirements for the Applied Communication Studies major. However, ACS students may register for up to 6 internship credits during their time at SIUE.

Students are instructed to use the following as a guideline when determining the number of credits for their internship:

- 1 cr. = 40-60 hrs total for the semester, approx. 3-5 hrs weekly
- 2 cr. = 70-100 hrs total for the semester, approx. 6-8 hrs weekly
- 3 cr. = 120-150 hrs total for the semester, approx. 9-12 hrs weekly
- 4 cr. = 160-200 hrs total for the semester, approx. 13-16 hrs weekly
- 5 cr. = 205-240 hrs total for the semester, approx. 17-20 hrs weekly
- 6 cr. = 250-300 hrs total for the semester, approx. 21 to 25 hrs weekly

Again, the maximum number of credits students are able to earn for ACS 491.001 is six credits, with a max of three credits to be applied towards the ACS major requirements. Students are not obligated to register for three credits, but they have the option of registering up to six credits should they desire to do so as long as the above conditions are met.

Graduate students:

Internships can be taken for 1 to 3 hours of credit (follow the guidelines above) and should involve graduate level work. Graduate students are advised to seek guidance from the Director of Graduate Studies for securing appropriate internship opportunities for their program of study.

Step 3 - Receiving Approval for Internship Credit:

All sections of the internship application must be completed before a student's internship application will be reviewed and he/she will receive internship credit. Remember, completed internship applications include: (1) general information about the student and his/her coursework, and the internship sought; (2) a self-narrative/rationale explaining how the internship relates to the student's career goals and ACS coursework, (3) two faculty recommendations, one of which must be from an Applied Communication faculty member; and (4) an internship agreement form, which must be signed by the student's immediate supervisor at his/her internship. If the student applicant has satisfied the above requirements, the Internship Director sends an email notifying him/her of acceptance into ACS Internship program and requests he/she pick up a signed add/drop form in the Applied Communication Department (AH, Room 3113).

Step 4 - Registering for ACS 491.001 or ACS 591.001:

It is the student's responsibility to register for ACS 491.001 (undergraduate) or ACS 591.00 (graduate) to earn internship credit before the add/drop deadline. Via email, students are instructed by the Director of Internships to pick up a signed add/drop form in the Applied Communication Department (AH, Room 3113). Students will then need to go to the Service Center and register for the class in-person.

If necessary, students emphasizing Public Relations are advised to seek the guidance of a PR faculty member. Students emphasizing Interpersonal Communication are advised to seek the

guidance of an Interpersonal Communication faculty member. Students emphasizing Corporate and Organizational Communication are advised to seek the guidance of an Organizational Communication faculty member.

For additional information on the ACS Internship Program, please contact:

Dr. Sarah VanSlette
Associate Professor and Director of Internships
Department of Applied Communication Studies
Southern Illinois University Edwardsville
Alumni Hall, Room 3123
Edwardsville, IL 62026-1772

Office Phone: (618) 650-5826
Fax: (618) 650-3099
Email: svansle@siue.edu

What are your career goals? How do they directly relate to the internship for which you applied?

In your own words (250-500), please describe how this internship relates to both your academic program of study and your career/professional goals. (Attach on a separate sheet)

Course Registration Information (If internship is approved)

Semester: _____ ACS 491.001 (undergraduate) # of Credits (1-6): _____
 ACS 591.001 (graduate)

Internship Information

Organization: _____

Start Date: _____ (e.g. 9/1/10) Ending Date: _____ (e.g. 12/1/10)

Paid: No Yes \$ _____

Supervisor's Name: _____ Title: _____

Phone: _____ Email: _____

Job Description/Responsibilities/Examples of Work (Attach job description, if available)

I have asked the following faculty for their recommendations:

1. _____
2. _____

Internship Recommendation Form

Department of Applied Communication Studies

Date: _____ / _____ / _____

To: Dr. Sarah VanSlette, Director of Internships
 Department of Applied Communication Studies, Campus Box 1772

From: _____ **Dept:** _____

Subject: Recommendation for _____ (Name of Student)

The student named above is applying for admission to the Internship Program in Applied Communication Studies. I have talked with her/him about the kind of internship experience that she/he is seeking. The following is my evaluation of:

1) The student's strengths and weaknesses (in relation to the type of internship sought)

	Excellent	Good	Average	Poor
Communication Skills:				
Interpersonal				
Presentational				
Listening				
Writing				
Design/Layout				
Computer				
Organizational Skills:				
Time Management				
Project Management				
Other (Please list):				
1.				
2.				

2) The student's overall suitability as a representative of the Applied Communication Department:

	Excellent	Good	Average	Poor
Attitude				
Appearance				
Maturity				
Leadership				
Professionalism				

Does the student have the necessary coursework for this internship? _____

If no, what courses should be taken? _____

_____ I recommend this student for an internship.
 _____ I do not recommend this student for an internship.

_____ (Faculty Member Signature)

Internship Recommendation Form

Department of Applied Communication Studies

Date: _____ / _____ / _____

To: Dr. Sarah VanSlette, Director of Internships
Department of Applied Communication Studies, Campus Box 1772

From: _____ **Dept:** _____

Subject: Recommendation for _____ (Name of Student)

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