

**Department of Communication  
University of Washington  
COM 395 Internship: Application & Contract**

**IMPORTANT!!!**

- **Confirm your eligibility to take COM 395 credits before applying for an internship position.** Only communication majors having completed five communication courses are eligible to enroll in COM 395.
- **This internship is graded credit/no credit. COM 395 internships are variable 1-2 credits.** You may take a maximum of 4 credits of COM 395 spread over any number of quarters, so plan accordingly.
- **The Coordinator of Student Relations, Troy Bonnes, will be your coordinator.** You should register for COM 395 through the Communication Commons (CMU 118). By the first week of classes the Coordinator of Student Relations will contact you directly, and be your point of contact, for COM 395.

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**COM 395 INTERNSHIP INSTRUCTIONS & CHECKLIST**

Questions? Email: [ComInt@uw.edu](mailto:ComInt@uw.edu)

- \_\_\_\_\_1. Fill out page 3 of this form and confirm your eligibility with the Communication Commons, CMU 118.
- \_\_\_\_\_2. Carefully read the **Internship Program Guidelines** on page 2 and apply for an internship of interest that fits these guidelines. If the internship you select is not posted on the Department website, *you must* seek Department approval for the position prior to accepting it.
- \_\_\_\_\_3. Once you secure an internship position, complete page 4 and sign the **Student Agreement**.
- \_\_\_\_\_4. Submit this form to the Communication Commons for approval and to obtain an entry code (keeping pages 1 and 2 for your reference). *This is a course; you must register for it and are subject to any fees associated with late registration.* Your faculty sponsor will be the Coordinator of Student Relations.
- \_\_\_\_\_5. Give pages 5 and 6 (**Letter to Organization** and **Internship Program Guidelines**) to your site supervisor no later than the first day of your internship.
- \_\_\_\_\_6. COM 395 is a class. You will complete the academic portion of COM 395 through a series of readings, assignments, and interactive media hosted on a Canvas site. Your written work must be of professional quality -- without typos or grammatical errors. All assignments must be completed to be eligible to receive credit.
- \_\_\_\_\_7. At the end of the quarter, each student will deliver a presentation. You must sign up in advance and all students must attend their entire session to receive credit. More information on these presentations is available on the Canvas site.
8. At the end of the quarter, two different evaluation forms must also be completed for you to receive credit. They are available for download on the Department of Communication website.
  - \_\_\_\_\_a. Remind your Site Supervisor to complete the **Evaluation of Intern** form (found online) and a written recommendation letter, and submit the Evaluation form either through Catalyst or in PDF format directly to the Coordinator of Student Relations *by the last day of instruction.*
  - \_\_\_\_\_b. You must complete the **Student Evaluation of Internship Experience** and submit to Coordinator of Student Relations *by the last day of instruction.*

## **Department of Communication Internship Program Guidelines [Student Copy]**

In the Department of Communication we believe that a high quality internship provides a valuable opportunity for our majors to gain exposure to communication careers while acquiring skills, contacts, and work products that will help them successfully enter the job market upon graduation. At the same time, we believe that our students bring an academic understanding of communication processes, a toolkit of analytical and creative skills, and knowledge about technology trends and the next generation of customers that can help your organization flourish.

### **To be approved, an internship position must meet the following requirements:**

- The internship must expose the student to a communication-related industry or career path.
- The intern's responsibilities must link to substantive communication industry practices: e.g., writing for media, assisting with marketing campaigns, or planning for events. *Interns may not be used for the following:* personal errands; political fundraising; passing out flyers or movie passes; direct retail sales; routine clerical work or tasks that require little skill or have no relation to communication industry practices.
- The student must be assigned a mentor or supervisor who can teach him or her skills needed to succeed in a communication-related industry or career path.
- The student must have an opportunity to apply his or her knowledge of communication processes and theories to practice.
- The student must spend some time in professional settings (e.g., working in office, attending events, or participating in business meetings) where they experience the "soft skills" related to professional behavior.
- At the end of the internship, the student must have work products to show or specific achievements to describe for his or her work that could go on a resume or in a portfolio.

### **Further, we also are bound by the following departmental, state, and federal restrictions on internships:**

First, under federal Fair Labor Standards law an internship may not constitute "free labor"; that is, an intern cannot be used to replace a paid employee position in order for the organization to save money. An internship must be a value-added position, not essential to the viability of the organization and with the primary goal of educating and training the student.

Second, to receive academic credit interns must work no less than 8 and no more than 20 hours, on average, per week. We have a responsibility to our students' overall academic success, so our interns *are required* to politely refuse requests to work 'overtime' – even if they wish to put in the time.

Third, for-credit internships involve the use of university resources. We are bound by UW and State ethics rules that prohibit the use of university resources for a variety of purposes, including assisting an election campaign; promoting or opposing a ballot proposition or initiative; lobbying the state legislature; or direct selling or solicitations for commercial purposes.

**STUDENT INFORMATION and ELIGIBILITY**

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

Student number: \_\_\_\_\_

Local Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

I am doing this internship: \_\_\_\_\_ quarter \_\_\_\_\_ year

I am a Communication Major \_\_\_\_\_ Yes (Are you Journalism? \_\_\_\_\_ Evening Degree? \_\_\_\_\_)

I have completed the following five Communication courses *prior to* the Quarter I am doing an internship (List course, as well as quarter/semester and year completed):

1. \_\_\_\_\_ Completed: \_\_\_\_\_

2. \_\_\_\_\_ Completed: \_\_\_\_\_

3. \_\_\_\_\_ Completed: \_\_\_\_\_

4. \_\_\_\_\_ Completed: \_\_\_\_\_

5. \_\_\_\_\_ Completed: \_\_\_\_\_

Prior COM 395 credits taken: \_\_\_\_\_ Quarter/year taken \_\_\_\_\_

For my prior internship(s), I worked at: \_\_\_\_\_

*Note: While, under certain circumstances, it is desirable to intern at an organization for more than one quarter, we strongly encourage students to try different internship experiences.*

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**OFFICE ELIGIBILITY APPROVAL**

**Student Eligibility Approval (signature/date of Communication Commons):** \_\_\_\_\_

**ORGANIZATION & INTERNSHIP INFORMATION**

Questions? Email: [ComInt@uw.edu](mailto:ComInt@uw.edu)

Company offering internship: \_\_\_\_\_  
Address: \_\_\_\_\_  
Your site supervisor: \_\_\_\_\_  
Site supervisor phone: \_\_\_\_\_  
Site supervisor's e-mail: \_\_\_\_\_  
How many hours/week? \_\_\_\_\_  
Number of credits: \_\_\_\_\_ (Guideline: 1 credit = 8 to 14 hours; 2 credits = 15 to 20)

**Job Description and Learning Goals:** What will you do as an intern with this organization? How will these responsibilities help you fulfill your learning goals? **Note: Please keep a copy of your learning goals. These will come up later in the course.**

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**STUDENT AGREEMENT:**

1. I have read the **Internship Program Guidelines**. If I believe that the organization where I am interning is not following the spirit of these guidelines, I will promptly alert the Coordinator of Student Relations, the Communication Commons, or other appropriate UW representative.
2. I will act professionally and responsibly at my internship, performing at a high level and to the satisfaction of the site supervisor throughout the quarter. I will adhere to all personnel rules of the organization.
3. I will complete a series of written assignments and deliver a final presentation, along with an evaluation of the internship experience. All assignments and COM 395 requirements will be submitted by the deadlines set forth by the Coordinator of Student Relations on Canvas.
4. I understand that my evaluation of the internship experience will be available, without my name attached, in the Communication Commons for other students to view. This will help students determine if this is an internship they may want to do in the future. *(Note: Your evaluation will not be seen by the organization).*

**Student signature/date:** \_\_\_\_\_

<p><b>OFFICE INTERNSHIP APPROVAL</b></p> <p>This student is approved to register in COM 395 for _____ Credits _____ Quarter _____ Year</p> <p>Faculty Sponsor (print UPDC, or other, name): _____</p> <p>COM 395 Registration Approval (signature/date): _____</p>
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DEPARTMENT OF COMMUNICATION, UNIVERSITY OF WASHINGTON

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

Dear \_\_\_\_\_:  
(Intern supervisor's name)

This serves to verify that \_\_\_\_\_, who is a major in the Department of Communication, is receiving credits for her/his internship with your organization. S/he will earn \_\_\_\_\_ credits of COM 395 for \_\_\_\_\_ Quarter, \_\_\_\_\_ based upon a satisfactory evaluation from her/his intern supervisor.

I hope both you and the intern benefit from this experience. To help ensure a quality experience for all involved, we ask a few things of you.

First, please read the **Internship Program Guidelines** printed on the next page, paying close attention to our goals for internships, our expectations in terms of supervision of interns, and what interns may or may not do as part of their duties. Some of these requirements are guided not just by departmental policy, but also by state and federal restrictions on internships.

Second, it is our experience that the best internships incorporate some structured opportunities for our students to learn - from an experienced mentor - about the communication-related industry and job in which they are participating. Ideally, this education starts with an orientation session, followed by regular meetings, or occasional informational lunches, throughout the intern's time at your organization. Please remember that students often feel intimidated asking questions, so we rely on you to volunteer your experience and be clear about your expectations and work-related instructions.

Third, we ask that you evaluate the intern's performance by the same standards you would for a paid employee of similar qualifications and that you contact us immediately if serious problems in performance or department arise. *At the end of the term, please complete the online **Evaluation of Intern form**.* If you prefer to write an evaluation letter along with or instead of the form, feel free to do so. Also, in addition to the Evaluation of Intern form, please write a letter of recommendation that this student may use for future positions.

Thank you for inviting our student to intern with you for the quarter. We appreciate your contribution to her or his education and professional development.

Sincerely,

Troy Bonnes, Coordinator of Student Relations  
[ComInt@uw.edu](mailto:ComInt@uw.edu), [tbonnes@u.washington.edu](mailto:tbonnes@u.washington.edu)  
Box 353740, Dept. of Communication  
University of Washington, Seattle, WA 98195

## Department of Communication Internship Program Guidelines (Employer Copy)

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