

## COMM 317 – Requirements

**1) Internship contract:** This is a formal, signed document that you will create in consultation with your internship supervisor. Your contract should be completed and filed with the Department of Communication Internship Director before your internship begins (or NO LATER THAN ONE WEEK AFTER THE START OF THE INTERNSHIP). Students often error on the side of vagueness and lack of details in the contract, so make sure you are very specific [*Precision*] and clear in this document. Include the following:

- \*Organization, department, and unit where you will work.
- \*The name and title of your supervisor at the organization, as well as full mailing address, telephone, fax number, and e-mail address (if available).
- \*Actual position you will hold, including specific title.
- \* The internship duration including exact starting and ending dates, work hours (if a regular schedule) and total number of hours to be worked.
- \* Specific duties you will be performing.
- \* Your specific goals/learning objectives for the internship. Make the case your position is a “Communication Internship” and **make connections to previous Communication courses** [*Significance and Relevance*] and very specific **theories, concepts, and techniques** to which you’ve been exposed.
- \* Any additional expectations/requirements or agreements related to the internship position (e.g., dress code, agreed upon holidays, conduct).
- \* Date and signature lines for you, the internship supervisor at the place of employment, and the U of L Department of Communication Internship Director.

### Text in Red

Indicates the infusion of the  
**Elements of Reasoning**

### Text in Blue

Indicates the infusion of the  
**Intellectual Standards**

### Text in Green

Indicates the infusion of the  
**Intellectual Traits**

### [Bracketed Text]

Indicates the indirect use of  
critical thinking [*Elements*],  
[*Standards*], or [*Traits*]

[View more about the Paul-Elder  
Framework of Critical Thinking](#)

**2) Journal/work diary:** A typed work journal summarizing daily hours and activities, project progress, likes and dislikes, observations, accomplishments, and lessons learned. **Make active and overt connections with previous Communication courses** [*Significance and Relevance*], **theories, concepts, and techniques**. Journals [*Information*] are used to evaluate the quality of the credit-based internship as well as your reflection of the experience as a whole [*Point of View*]. You should begin this document immediately when you start work and then update daily (like a diary). You might want to open a word processing file on a flash drive and use that as your journal for the duration of the internship. You will turn the journal in to the Department of Communication Internship Director on an agreed upon date at the conclusion of your internship.

Please ensure that your journals are reflective and comprehensive narratives. A comprehensive journal not only includes **information** on assignments and tasks you are given, but also your impression [*Point of View*] of the company/industry and the staff at your internship. Beyond the required communication connections, some journal topic suggestions are: What are your regular activities? Are you doing what you thought you would be doing as an intern? Is this a valuable/positive experience? What do you think of the industry? What do you think of your company? Is this the type of environment you see yourself in within

the next 3 years? What are the interesting aspects of your office, environment or projects? How is your work being used in the company? What problems arise in the office (with clients or within the department)? How are they dealt with by the staff? What challenges have you faced? How have you dealt with them? How do the staff in your office interact? How are you perceived by the staff? Are you considered a valuable team member? What are the different roles in your office?

**3) Work portfolio:** A portfolio of work completed while on the internship. Get in the habit of saving everything (or at least copies of everything) so that you will have samples for future job interviews or as reference tools. You'll want to save everything you write or produce, as well as evidence of events/materials/presentations that you coordinate or are involved with in some manner (i.e. photos to give you a story to tell about your experiences). You will turn your portfolio in to the Department of Communication Internship Director on an agreed upon date at the conclusion of your internship and you are encouraged to retrieve it after internship grading is completed.

Some examples of work samples include: stories, research, layouts, articles, spreadsheets, correspondence, flyers, press releases, media lists, press kits, PowerPoint presentations, copies of Web pages, pitch letters, speeches, contracts (be sure to black out any confidential info, or submit a blank copy), videos (VHS only), CDs with audio or visual clips, photos, call sheets, log sheets and script coverage. Each work sample should have a short description of your role in that work sample or how you used the sample - this description will be used in evaluating the sample. Do not include only repeat samples; please include a variety of work. If you are confused about the types of samples to be compiled for your particular internship, please feel free to contact the Internship Director.

**4) Final paper:** A 6-page (plus) typed, double-spaced paper that summarizes your internship experience. You will receive written guidelines for this paper from the Internship Director about a month before the end of your internship.

The theme of your paper will focus on your use of critical thinking to analyze situations *[Interpretation and Inference]* and solve problems *[Implications and Consequences]* in your position. I will ask you to articulate a specific **problem(s)** or situation(s), how you solved that problem/handled the situation, and how you drew upon very specific Communication **concepts/theories** to help in the process. You should be using Communication **concepts/theories** to draw **inferences** and **interpret** the situations with which you are dealing to help you solve the problem(s). Your grade on the paper, in large part, will be determined by how **clearly** you articulate the **problem/solutions**, and the **relevance** of appropriate theory/conceptual underpinnings *[Concepts]* to helping you solve **problems**.

As a consequence, I strongly urge you to focus at least some of your diary entries on these types of situations and experiences so that you have a working set of notes that you can use in your final analysis.