

MEMORANDUM

FROM: Stuart Esrock, Internship Director

TO: Communication 317 Interns

DATE: April 15, 2008

RE: Internship Deadlines/Materials to Submit/Guidelines

The school semester is rapidly moving toward a close. As a result, you will need to soon submit materials to me to conclude your obligations for the Communication 317 internship. I will also be sending an evaluation form to your supervisor in the next couple of weeks. Please make sure that evaluation is completed by your supervisor and returned to me: I cannot assign your grade for the course until I receive your supervisor's evaluation.

Unless you have been alerted otherwise, your materials are due by noon on Wednesday, May 14. You may turn them in to me personally or to one of our administrative assistants in the main department office in 310 Strickler. If this deadline creates an undue hardship on you, let me know IN ADVANCE and we will negotiate a revised deadline. Failure to turn in materials on-time and completely will result in a reduction in your internship grade. If you have any questions or need any clarification, please contact me.

The materials you must turn in to me include:

- 1) a typed work log/diary
- 2) a portfolio of your completed work or other samples and evidence of your accomplishments. Label/explain everything/every section so it is very clear what each piece is and what your work/role entailed on each piece. If you want this portfolio returned, please make arrangements with me to pick it up before the start of the next semester. All materials not picked up by the end of August will be discarded.
- 3) a final paper that analyzes your internship as a learning experience.

In terms of your paper, it should be typed, double-spaced, and 6 plus pages in length. Proof and edit your paper: typos and spelling errors can result in grade penalties.

Your paper should discuss your expectations [*Purpose*] of the internship and what you accomplished [*Information*], while considering a broader perspective [*Point of View*] that analyzes [*Interpretation*] how you applied what you have learned in communication courses [*Concepts*]. Specifically, you will have to address critical thinking in this paper, along with a broader [*Breadth*] retrospective vantage point [*Point of View*].

For the critical thinking component that you will weave into the body of your paper, please detail a specific [*Precision*] problem(s) or situation(s) [*Question at Issue*] that you encountered in your

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Elements of Reasoning

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Intellectual Standards

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Intellectual Traits

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

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Framework of Critical Thinking](#)

internship. You will need to discuss how you solved that **problem** [*Interpretation*] or handled that situation. Most important, detail how you drew upon very specific [*Precision*], **relevant** Communication **concepts/theories** to help you to draw **inferences**, **interpret** the situation, and consider **alternative** [*Point of View*] **solutions** [*Interpretation/Inference*].

Here are some other **questions/issues/topics** that you should be addressing in your final paper:

- * To what extent were your initial learning objectives (as specified in your Internship Contract) realized during the course of your experience?
- * What were your main responsibilities? How well were you prepared for these responsibilities?
- * In what ways did your supervisor assist you (i.e. providing training, giving explanations). How would you rate the quality of this assistance?
- * What did you learn that you expected to learn?
- * What did you learn that you had not anticipated learning?
- * What knowledge/**concepts**/theories acquired in your previous communication courses did you apply in this position? PLEASE NOTE: this is a crucial issue in your paper and really provides much of the justification for this being a “Communication” internship so be sure to address this in some detail. You will do this in part during the “critical thinking” portion of your paper but be sure to include more.
- * What information or lesson is the most valuable from your internship?
- * What kind of skills/qualities does one need to excel in this type of position?
- * How would you assess your own skills or qualifications for a permanent position of this type? What else do you need to learn?
- * Would you recommend this internship to future students in the Department of Communication? Why or why not? Would you recommend internships in general?

I sincerely hope your internship experience was among the best you’ve had while a student at the University of Louisville. If I can be of assistance in the future as your career plans develop, please let me know.

Wishing you the best for the remainder of your semester and for the summer! SLE