

Permission for Internship Credit, SPCM 4910

Speech Communication

Please fill out and return completed form to Sarah McQuade in room 132.

Internship Requirements

I. Eligibility

- A. The student must be a Speech Communication major with a minimum 3.0 GPA in Speech Communication courses and minimum 2.8 cumulative GPA.
- B. The student must have completed at least one speech course at the 1000- or 2000-level; and either SPCM 3300 or SPCM 3700; and one additional speech course at the 3000- or 4000-level.
- C. The student must have a grade of C or better in all major courses taken thus far.
- D. The student should sign up for SPCM 4910 for a maximum of three hours. This course may count as an upper-division course toward the major. Grade S/U.

II. Requirements

- A. The intern must make contact and confirm the assignment with the prospective organization.
- B. The intern's faculty advisor will usually serve as the supervising professor. If the intern has not yet been assigned a faculty advisor, a faculty member other than the student's advisor may be selected.
- C. The student must prepare a purpose statement and projected work program of at least one typed page to present to the supervising professor, which must be handed in with the permission for internship credit form.
- D. Internship credit is granted at the discretion of the supervising professor; it is not a student entitlement and is not automatically granted upon request. The student must present their supervising professor with their one page summary and the internship credit form. Once the professor has signed the form this signifies that the student has been granted permission to receive credit.
- E. Interns are expected to work a minimum of 150 hours per semester in order to receive 3 credit hours.
- F. The intern must keep a daily log or journal. This may run from two paragraphs to two pages per entry. The first half of this assignment should be turned in at the midpoint of the semester in which the intern is working. The other half of the assignment should be turned in at the end of the internship.
- G. The student is encouraged to include with the journal submission any examples of work materials (brochures, pamphlets, PR releases, public service announcements), training procedures, etc. to which he/she has contributed.
- H. A minimum 15-20 page paper must be submitted at the end of the internship involving related readings in theory and research.
- I. Finally, a letter from the intern's supervisor at the internship thoroughly evaluating the intern's performance must be submitted to the supervising professor at the end of the semester/internship duration.

To be completed by Student:

Permission for Internship Credit, SPCM 4910 Speech Communication

Please fill out and return completed form to Sarah McQuade in room 132.

Student's Name/E-mail: _____

Student's ID No: _____

Organization: _____

Contact Person of Organization: _____

Contact Person's Telephone number: _____

Contact Person's Email address: _____

Semester and year for Internship Credit: _____

Permission to add to SPCM 4910 (to be completed by professor):

Supervising Professor (please print): _____

Signature of Approval: _____ Date: _____

DO NOT WRITE BELOW THIS LINE – FOR OFFICE USE ONLY

Eligibility (to be completed by Degree Program Assistant):

- Student is a Speech Communication Major **YES/NO**
- Speech Communication course work GPA of 3.0 **YES/NO**
- Cumulative GPA of 2.8 **YES/NO**
- Student has completed at least one speech course at 1000- or 2000- level **YES/NO**
- Student has completed either SPCM 3300 or SPCM 3700 **YES/NO**
- Student has completed one additional speech course at 3000- or 4000- level **YES/NO**
- Student has earned a “C” or better in all major courses thus far **YES/NO**

DPA signature verifying student eligibility: _____

Please attach a description of the internship for our records.