

COMM 4930
Credit Internship Application: Department of Communication

This application must be completed, signed electronically and returned to the Department of Communication for the internship to be sponsored by the University of Colorado Boulder. Completion of this agreement is also necessary to ensure a high-quality experience and satisfaction among all parties. Students pursuing approval for a **non-credit** internship should *not* use this form and, instead, should contact Career Services.

**The due date for all internship applications is same day as
the ADD/DROP DEADLINE for the corresponding semester**

1. To be eligible for the Department of Communication internship program students must have junior standing (60 credits), a cumulative gpa of 2.5 or above, and a COMM gpa of 2.5 or above. For more information about prerequisites please visit the Department of Communication website.
2. Prof. Matt Koschmann is the faculty sponsor for all internships. Sometimes students may want to work with another faculty member--this is ok as long as you get signed permission from that professor (but not a TA or grad student).
3. Department of Communication internships count as upper-division general elective credits.
They do NOT count as COMM elective credits or upper-division COMM credits.
4. Internships must involve a "professional" job (broadly defined) and generally be related to the field of communication. Internships must also have an academic component in addition to your work responsibilities.
5. Make sure that you read the responsibilities under this agreement at the end of the Credit Internship Application before you sign this application.
6. To receive credit, all internships must have PRIOR approval. NO retroactive credit is available for internships already started or completed.
7. Internships may be taken for 1-6 hours of academic credit. A maximum of 6 internship hours can apply toward graduation.
8. All internships must be taken for pass/fail credit.
9. Students must work a minimum of 40 hours for each hour of academic credit.
10. **Only after all approving signatures have been obtained will you be able to secure permission to add this course.**
11. An official description of your internship from the sponsoring organization must be included with your internship application (see internship description section below).
12. **Email your COMPLETE application to Dr. Matt Koschmann (koschmann@colorado.edu).** The Department of Communication will finish your registration and email you a copy of your completed application for your records. Your registration for COMM 4390 will then show up in your MyCUinfo roster.
13. Internship Applications must be submitted to the Internship Coordinator **by the add/drop deadline of the corresponding semester.**
14. Career Services is available to help students and faculty when appropriate in writing agreements that specify measurable learning objectives.

Questions should be directed first to the Internship Coordinator (Dr. Matt Koschmann; 303-492-2824; koschmann@colorado.edu) and then to the Associate Chair of Undergraduate Studies (Dr. Peter Simonson; (303) 492-0718 ; peter.simonson@colorado.edu).

International Students: You must have the internship approved by an International student advisor **before** your first day of work.

STUDENT INFORMATION

Last Name:

First Name:

Student ID Number:

Email:

Phone:

Address:

City/State/Zip:

Class Standing: ☐ Freshman ☐ Sophomore ☐ Junior ☐ Senior

Current Cumulative GPA:

Current Communication GPA:

Course Number: **COMM 4930**

Number of Credit Hours Requested:

Faculty Sponsor Name:

Faculty Sponsor Phone number:

Faculty Sponsor Email:

EMPLOYER INFORMATION

Employer Name:

Supervisor:

Email:

Phone:

Address:

City/State/Zip:

INTERNSHIP INFORMATION

Position Title:

Start Date:

End Date:

This Internship is: ☐ Voluntary ☐ Paid Salary per Hour:

Hours per Week:

Total Hours:
(need 40 work hours per credit hour)

Internship Description. Describe the internship with regard to your position and your responsibilities and duties, especially those related to communication. What will be the most important aspects of your position? How will you spend the majority of your time?

Educational Objectives. Describe the educational goals for this internship in terms of how it contributes to the study of communication. Explain how specific coursework you have taken has helped to prepare you for this particular internship.

How often will you be evaluated by your work supervisor? ☐ Monthly ☐ Weekly ☐ Other:

In addition to the evaluation form that will be sent by the Communication Department to your work supervisor at the end of the semester, what other methods of evaluation will your work supervisor use and how will these evaluations be documented?

Faculty Sponsor Evaluation ****to be completed by the faculty sponsor**

Describe the academic work that the student will do (e.g., readings, research, and/or data collection) and produce related to this internship (e.g., research paper, data analysis, and/or creative/artistic work) to merit the awarding of the academic credit requested.

RESPONSIBILITIES UNDER THIS AGREEMENT

By signing this agreement, you agree to assume the responsibilities listed for your role.

I, the Internship Student, agree to:

1. Perform to the best of my ability those tasks assigned by my supervisor that are related to my learning objectives and the responsibilities of this position.
2. Follow all the rules, regulations, and normal requirements of the employer's organization.
3. Fulfill this Credit Internship Application under the direction of a faculty sponsor, and consult as needed with my faculty sponsor for guidance and evaluation when receiving academic credit.
4. Notify my faculty sponsor, the Internship Coordinator, and the Associate Chair of Undergraduate Studies of any changes I need to make in this agreement or of any problems that develop during the placement.
5. Complete the academic work described in this agreement and submit it to the faculty sponsor for review in a timely manner (no later than 1 month after the completion of the internship). I understand that credit for the internship will not be awarded until I have submitted the academic work as described and that work has been evaluated as satisfactory by the faculty sponsor.

I, the Employment Supervisor, agree to:

1. Provide the necessary orientation, training, precautionary safety instructions, and supervision in the performance of the position duties and responsibilities on this agreement.
2. Understand the responsibility for providing Workers' Compensation and liability insurance in accordance with Colorado state law, and agree to provide said coverage if student is paid.
3. Complete a final written evaluation of the student's performance that will be sent to you and return it to the Department of Communication.

I, the Faculty Sponsor, agree to:

1. Attest that the proposed internship is relevant to the student's area of interest, that, given the student's proposed educational and career objectives, the experience is academically sound, and that the academic work proposed is relevant to the student's major and is sufficient to merit the academic credit requested.
2. Agree to coordinate, monitor, and evaluate the internship as appropriate.
3. Agree to ensure that the academic work described in this agreement is completed and submitted in a timely manner and to review and certify that the academic work is appropriate before the credit requested for the internship is awarded.

According to C.R.S. 8-41-105(7)(a) & (b):

The employer is responsible for providing Workers' Compensation and liability insurance coverage for those students receiving remuneration for a Cooperative Education or student internship work experience. In cases where the student is not receiving any remuneration for the work experience from the employer, the educational institution sponsoring the student is responsible for providing Workers' Compensation.

The University of Colorado at Boulder encourages employers to extend Workers' Compensation coverage to all students, whether paid or non-paid, since the employer can best control the safety of the work place and provide accordingly for the risks a student may incur.

Employers will adhere to the criteria developed by the U.S. Department of Labor for differentiating between an employee entitled to minimum wage or above and a learner/trainee who may be unpaid. The criteria for learner/trainee are:

1. The training, even though it includes actual operations of the facilities of the employers, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the student.
3. The student does not displace a regular employee, but works under the close observation of a regular employee or supervisor.
4. The employer provides the training and derives no immediate advantage from the activities of the student; and on occasion, the operations may actually be impeded by the training.
5. The student is not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the student understand that the student is not entitled to wages for the time spent training.

Please see the Fair Labor and Standards Act (<http://www.dol.gov/whd/regs/statutes/FairLaborStandAct.pdf>) for more information.

The student, employer, and faculty sponsors agree to assume these responsibilities for the duration of the student's placement. The Credit Internship Application must be completed for the Communication Department to endorse the student's placement, for the placement to be considered "sponsored" by the University of Colorado Boulder, and for the student to receive credit for the experience.

SIGNATURES

Your signature means that you have read and abide by this application

Student	Name: Signature:
Work Supervisor	Name: Signature:
Faculty Sponsor	Name: Signature:
Internship Coordinator (will be signed after you submit your application)	Name: Matt Koschmann Signature:
Associate Chair of Undergraduate Studies (will be signed after you submit your application)	Name: Peter Simonson Signature:

Email your COMPLETE application to Dr. Matt Koschmann (koschmann@colorado.edu). The Department of Communication will finish your registration (and email you a copy of your completed application for your records upon request). Your registration for COMM 4390 will then show up in you MyCUinfo roster.