

## COMM 479: Communication Internship Application

### Prerequisites

1. Student must be a Communication Major.
2. Completion of at least **75** semester hours by the end of the upcoming term.
3. Completion of at least six (6) courses in Communication.
4. Cumulative grade point average (GPA) of at least 2.5 in Communication with no grade lower than a "C."

Submit this application with a **résumé** and a copy of your **current unofficial transcript** to the Communication Department (WH 202) by the second week of August (for Fall), the second week of December (for Spring) and the last week of April (for Summer). The application must be complete and in physical form. Questions: 401-456-8270.

Name: \_\_\_\_\_ RIC student #: \_\_\_\_\_

RIC email address: \_\_\_\_\_ (We will communicate with you only by RIC email.)

Current address: \_\_\_\_\_

Home telephone #: \_\_\_\_\_ Cell phone #: \_\_\_\_\_

Concentration in Communication: \_\_\_\_\_

Are you majoring in another discipline at RIC? If yes, which one? \_\_\_\_\_

Are you minoring in another discipline at RIC? If yes, which one? \_\_\_\_\_

Current number of credits completed: \_\_\_\_\_ Overall GPA \_\_\_\_\_

Number of credits completed in Communication: \_\_\_\_\_ GPA in Comm. \_\_\_\_\_

Are you a transfer student? If yes, number of terms completed at RIC: \_\_\_\_\_

Other college(s) attended: \_\_\_\_\_

### Area of Interest in Communication – check all that apply

- |  |  |
|--|--|
| <input type="checkbox"/> Advertising               | <input type="checkbox"/> Audio Production            |
| <input type="checkbox"/> Broadcast Sales/Promotion | <input type="checkbox"/> Graphic Design              |
| <input type="checkbox"/> Health Communications     | <input type="checkbox"/> Journalism-Broadcast        |
| <input type="checkbox"/> Journalism-Print          | <input type="checkbox"/> Law and Legal Studies       |
| <input type="checkbox"/> Management                | <input type="checkbox"/> Marketing and/or Sales      |
| <input type="checkbox"/> Multimedia Production     | <input type="checkbox"/> Political Communication     |
| <input type="checkbox"/> Printing/Pre-Press        | <input type="checkbox"/> Public Relations            |
| <input type="checkbox"/> Radio Production          | <input type="checkbox"/> Speaking for Media          |
| <input type="checkbox"/> Speech/Language/Hearing   | <input type="checkbox"/> Television/Video Production |
| <input type="checkbox"/> Web Design                | <input type="checkbox"/> Other: _____                |

Have you located an internship at this time? Where? What will you be doing?

If not, do you need help locating an internship?

---

**On the back of this page, briefly state your goals in applying for this internship.**

## About the Communication Internship

The Internship Program is designed for upper-level Communication Majors. It enables students to gain a comprehensive understanding of professional work through on-the-job training. The Program can provide an effective transition from academic work to a career in a specific communications field.

Interns will be expected to work a total of at least **120** hours, regardless of academic requirements, employment or holidays. All breaks and vacations must be coordinated with the cooperating internship agency.

The internship is for one semester but may be repeated for one additional semester.

### Application Procedure

1. Verify that you can meet the prerequisites.
2. Prepare a résumé.
3. Find an internship. As soon as possible begin to research possible internship positions. Many organizations provide internship information and applications on the Internet. Speak to your professors about locating an internship that matches your interests and abilities. Contact your place of interest for leads on internship positions.
4. Contact the internship organizations and verify that they have an opening for the semester you need. This stage can be competitive so the sooner you start the better. Send your résumé if requested. Interview if needed.
5. Submit the following items in physical (not electronic) form to the Communication Internship Coordinator:
  - a. Application form (completed)
  - b. Transcript (current)
  - c. Résumé
6. Upon acceptance, the student will be registered in the COMM 479 course and notified about the first class meeting by RIC email. At that meeting you will be informed about the requirements for the course.

### Notes:

Filing of the application does not guarantee acceptance by the department for the Internship Program. In cases where the Internship is not required, the department reserves the right to deny approval or postpone the application to a later semester.

Transfer students should be aware that the department does not guarantee placement in the Internship Program within the first four semesters at RIC, or that students can complete all requirements for graduation within four semesters.

[BLM: 1/25/08; revised HSM: 10/29/14]