

# Fall 2007 Internship Handbook

## Department of Communication Technologies

The Department of Communication Technologies at UW-Platteville strives to provide an education that will lead to viable careers in communication-related fields. While this education is held primarily in classrooms and technology laboratories, students are also required to have practical work experiences off campus.

### Course description

COMMNCTN 4990 Communication Internship 1-3 credits

An on-the-job assignment commensurable with the student's emphasis and career goals. May be repeated once, for up to six credits across both internships. However, each experience must be significantly different to provide breadth and depth within the field. Internships require a minimum of 50 hours on-the-job for each credit. (Fall, Winter, Spring, Summer) Components: Field Studies. Prerequisites: Students registering for internship experience must (a) be in good academic standing with at least 60 overall credits earned or in progress; (b) have completed at least 21 Communication Technologies credits; and (c) have approval from advisor and department internship coordinator. *As of the 2007-09 catalog, 3 credits of internship experience will be required for all Communication Technologies majors; prior catalogs require 2 credits.*

### Minimum criteria to register for 4990 Communication Internship

- You must be in good academic standing (not on probation), with at least 60 credits earned (or in progress) overall.
- You must have earned (or have in progress) 21 credits in Communication Technologies.
- You must provide your university progress report (from PeopleSoft), with Communication Technologies courses highlighted.
- You must provide a current résumé.
- You must provide a completed "Internship Work Agreement" form.
- You will need approval for your internship experience from your advisor.
- You will need approval for your internship experience from the internship coordinator.
- Once these items are completed, you will need an "Internship Registration" card from the internship coordinator. Give the completed card to the department assistant.
- You are encouraged (but not required) to complete 3010 Business Communication prior to registering for 4990 Communication Internship.

### Administrative Policies

- The internship experience must relate to your emphasis and career interests.
- The internship may be paid or unpaid. This is negotiated between you and the employer.
- You may not conduct an internship experience where a relative is your employer.
- The work experience must be off-campus and must be located on-site (at the employer's place of business; the work cannot be equivalent to free-lance or independent contractor work).
- The internship experience must be at least 1 credit and requires a *minimum* of 50 hours of work experience. You are encouraged to complete more than the minimum number of hours.
- The internship experience may not exceed 3 credits per semester/session.
- Internship credits are repeatable once (for 1-3 credits), with up to 6 credits to be counted towards your degree program. Each experience must be significantly different (e.g., working for a different department within one company or working for a different employer in the same field).
- Internship grades are determined on a pass/fail basis. Passing requires the following items:
  - appropriate approvals are on file prior to registration for credit;

- weekly reports are filed with the department in a timely manner (hours to be counted for credits must be reported within 10 days of occurrence)
- at least the minimum number of hours required have been documented appropriately (through weekly reports);
- at least one of the two required supervisor reviews is on file; and
- the materials produced on this internship have been accepted for credit.
- A “fail” grade will be submitted for any intern who has been fired from the internship experience.
- An on-site visit by the internship coordinator or department representative will be attempted for most internship experiences. When an on-site visit can’t be completed, the department representative will attempt an alternative “visit” through email, mail, or by phone.
- Internship hours for credit may not accumulate until all required paperwork has been accepted and signed by the advisor and internship coordinator.
- Students are expected to maintain regular contact with the internship coordinator throughout the internship experience via D2L, weekly reports, email, and in-person visits where possible.
- Internship experiences are gained during fall, winter, spring, or summer sessions. The internship may have a unique start and end date. When those dates are not specified on the Internship Work Agreement form, the start and end dates of the designated session will be used as the official start and end dates for the course. When the dates of your internship experience do not correspond to the semester/session start and end dates, D2L may not be available for communication purposes. Interns are still required to submit the appropriate paperwork (weekly reports, etc.) in a timely manner.

## Getting Started

- Read this handbook!
- Utilize department resources and review the internship board in the lobby on third floor, Pioneer Tower. Talk to your advisor about internship suggestions.
- Talk to your peers, especially those who have completed an internship experience.
- Visit the Career Center in person and via the Internet.
- Contact potential employers. Go through the employer’s internship application process.
- When the employer indicates success in gaining an internship opportunity with that organization, complete the “Internship Work Agreement” form.
- Collect the following items and meet with your advisor:
  - the Internship Work Agreement form;
  - your current résumé;
  - your university progress report, with Communication Technologies courses highlighted;
  - directions to the employer’s place of business.
- Once your advisor signs the Internship Work Agreement form, *set up an appointment* with the internship coordinator to review your application for 4990 Communication Internship. This appointment will take 15-30 minutes.

## During the Internship Experience

- Once the internship work agreement has been accepted, the department will contact the employer to confirm your work arrangement and to let the employer know what the department expects from the organization. We will provide an *Internship Handbook for Employers*, which includes evaluation forms for the mid-point of your internship experience and a final evaluation. You are responsible for reminding your supervisor to complete these evaluations and submit them to the department by mail or FAX.
- Throughout the internship experience, beginning with the first week of the session, monitor the D2L site for interns (provided your internship experience dates correspond to the start/end dates of the regular semester/session). Copies of weekly progress report forms and this handbook will be there. You will be able to use the dropbox to submit forms and the essay (during the regular

semester/sessions). Your information will be updated weekly and recorded in the “grades” area. You can communicate with other interns through the “classlist” area. Announcements from the internship coordinator will also be posted on this site. Your “grade” (pass/fail) will be posted to the D2L site.

- During the second week of work, you must begin submitting weekly reports. Hours cannot be counted for credit unless the hours are reported in a timely fashion (within 10 days). Late forms will not be accepted. The weekly report forms are available on D2L, the department website, in the *Internship Handbook*, or may be found on the third floor, Pioneer Tower. Submit completed forms by mail, FAX, via D2L, or in person. Submit a weekly report for the duration of the internship experience, even when no hours are accumulated during that week.
- Before you reach the mid-point of the hours you have agreed to work, remind your supervisor to complete the mid-point evaluation, and ask your supervisor to submit that evaluation to the department via mail or FAX.
- The internship coordinator or department representative will contact you to arrange an on-site visit. The department representative will meet with you for at least 15 minutes, and with you and your supervisor for another 15 minutes. This time is used to assess the internship experience, not your performance.
- At least one week before the end of your internship experience (or the end of the hours you need to accumulate), remind your supervisor to complete the final evaluation of your performance, and ask your supervisor to submit that evaluation to the department via mail or FAX.
- By the end of the term in which the internship experience is conducted, or within two weeks of the completion of your internship hours, whichever is first, you must submit examples of the work you accomplished on the internship. These should be of portfolio quality. Only digital examples are acceptable. Indicate what role you fulfilled to create this product. Explain how you conducted the internship work (e.g, what software you used and what hardware you utilized). Submit this work by mail, in person, or via the D2L dropbox. Be sure you have your employer’s approval for public display of this work.

## Forms

The forms you will need for an internship experience are:

*Internship Work Agreement*

*Internship Weekly Progress Report*

*Internship Evaluation (works for the mid-point and final evaluation)*

## Contact Information

Communication Technologies Internship Coordinator

UW-Platteville

1 University Plaza

Platteville, WI 53818-3099

Phone: 608-342-1627

FAX: 608-342-1517

Website: [www.uwplatt.edu/commtech](http://www.uwplatt.edu/commtech)

**INTERNSHIP WORK AGREEMENT**  
Department of Communication Technologies  
University of Wisconsin-Platteville

Fall	_____
Winter	_____
Spring	_____
Summer	_____

I, the undersigned, agree to enroll and participate in CT 4990 Communication Internship for \_\_\_\_\_ credits in accordance with the regulations described in the *Internship Handbook*. I further acknowledge that I am in good academic standing and that this Work Agreement is made between the Internship Coordinator and myself for the internship experience described below. I understand that college credit will only be given for satisfactory service to my employer and for the satisfactory completion of the academic requirements of CT 4990 Communication Internship. I will continue to work on this job until released or transferred by my employer, and I will neither terminate nor arrange with my employer to be relieved of this job without the prior approval of the Internship Coordinator, Department of Communication Technologies.

**Student** *(Please type - this form will be shared with your supervisor!)*

Name \_\_\_\_\_  
Emphasis \_\_\_\_\_  
Street (while at work) \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
*(If you don't know your residence information now, please send it with your first weekly report.)*  
Telephone (\_\_\_\_) \_\_\_\_\_ Email (during internship): \_\_\_\_\_

**Company**

Name \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Supervisor's Name \_\_\_\_\_  
Title \_\_\_\_\_ Department \_\_\_\_\_  
Email \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

**Internship Experience**

Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Wages/Salary \_\_\_\_\_ Working Hours \_\_\_\_\_ to \_\_\_\_\_

**Signatures**

Student \_\_\_\_\_ Date \_\_\_\_\_  
Advisor \_\_\_\_\_ Date \_\_\_\_\_  
Internship Coordinator \_\_\_\_\_ Date \_\_\_\_\_

*Describe your internship experience on the reverse side of this form.*

**Location** (Draw or attach a local map; Internet maps/directions work well)  
(over)

**Job Description**

*Indicate the job responsibilities and tasks that you will be performing as an intern. Use an additional sheet, if necessary.*

*How does this internship relate to your emphasis and your career goals? Use an additional sheet, if necessary.*

*What type of communication materials will be produced as part of this internship experience?*

*Submit this form, a map or directions to the job-site, your current résumé, and degree progress report to your advisor and the internship coordinator for their signatures.*

**INTERNSHIP WEEKLY PROGRESS REPORT**  
**Department of Communication Technologies**  
**UW-Platteville**

**Directions**

Make as many copies of this form as needed. Submit one copy to the Internship Coordinator at the end of each work week throughout the internship experience.

**I. Report No.** \_\_\_\_\_ **Date** \_\_\_\_\_  
 Your name (*type or print*) \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Supervisor's name & title \_\_\_\_\_  
 Dates of this work period \_\_\_\_\_ to \_\_\_\_\_

**II.** Describe the functions, tasks, responsibilities, etc. of your work this period that are relevant to your emphasis and your career objectives. Be specific, but brief. Use the other side if more space is needed. (*Please type or print.*)

**III. Time Log**

	Hours This Week
Observation	
Work assignments	
Conferences (identify)	
Other activities (identify)	
Subtotal hours this week (add numbers above)	
Total hours from last weekly report	
<b>TOTAL INTERNSHIP HOURS TO DATE</b> <i>(add the subtotal from this week and the <b>total</b> hours to date from last week)</i>	

Submit this report to the D2L Dropbox , FAX to 608-342-1517, or mail/deliver to: Internship Coordinator, Department of Communication Technologies, University of Wisconsin-Platteville, 1 University Plaza, Platteville, WI 53818-3099.

**INTERNSHIP EVALUATION**  
**Department of Communication Technologies**  
**UW-Platteville**

*This form should be completed by the employer (supervisor). Please type or print.*

**Intern's Name** \_\_\_\_\_  
*(Last)* *(First)* *(Middle)*

**Date** \_\_\_\_\_ **Mid-term evaluation** \_\_\_\_\_ **Final evaluation** \_\_\_\_\_

**Directions:** Please express your candid opinion of this intern's performance by placing a check in the appropriate column in the table below. Constructive criticism and comments are earnestly solicited.

<i>For this internship experience, how do you rate the intern's...</i>	<i>Excellent</i>	<i>Average</i>	<i>Poor</i>	<i>No opinion</i>
relationships with co-workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to learn on the job?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
initiative and ambition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to work independently?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
background and job preparation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ability to communicate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
work attitude?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
dependability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
judgment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
quality of work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
attendance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
punctuality?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Statements**

What are the intern's strong points?

Which abilities and/or characteristics need improvement?

Other comments

**Overall Rating**    Excellent                   Average                   Poor

This report has  has not  been discussed with the intern.

Please FAX this evaluation to 608-342-1517 or mail it to:  
Communication Technologies Internship Coordinator  
UW-Platteville  
1 University Plaza  
Platteville, WI 53818-3099

*Due to the passage of Public Law 93-380 (which became effective November 19, 1974) this evaluation may not be kept confidential from the intern; however, this information is not for public disclosure.*

Supervisor's Signature: \_\_\_\_\_  
(Signature)

Supervisor's Name: \_\_\_\_\_  
(Please type or print)

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_