GMU COMMUNICATION 450: INTERNSHIP IN COMMUNICATION (3 credits)

APPLICATION (r.11/2018)

**Objectives**: Opportunity to receive approved on-the-job experiential learning in various fields of communication

* e.g. Comm: journalism, mass media, social media, PR, sports, health, organizational, marketing, etc.
* to integrate theoretical and practical knowledge of communication beyond the classroom
* to develop professionalism – assist & facilitate student entry into the job market after graduation

**Logistics:** **Can be paid – unpaid – awarded a stipend / part time or full time**

* Locations: Usually located off-campus. On-campus approval is feasible w/ permission
* Work Hrs: Complete 140 -150 internship hours per/semester (approx. 15 weeks @10 hours/week)
* Attend: 5 x Comm 450 in-class workshop sessions + complete all Comm 450 assignments

# Intern Eligibility: Meet the following minimum standards:

* Declared: Communication as a Major – **or** – Comm as a Minor – **or** – Journalism Minor

**or** Sports Comm Minor – **or** – Health Comm Minor – **or** – Political Comm Minor

* Completed: At least 60 hours of college credit and be at approximately Jr / Sr college standing
* Completed: At least 15 hours of communication credit courses with a minimum GPA of 2.5
* Acquired: Minimum overall GPA of 2.5

***Waiver Request***: If minimum requirements, i.e. credits or GPA, are not met, but there is still an interest, the

Comm Intern Committee “may possibly” consider a waiver on a case-by-case basis.

Comm 450 – Taken a 2nd Time: Internship #2 – 3 credits – Separate Syllabus on Blackboard

* Successful Completion: Internship #1 w/ a grade of “B” – completed all class sessions + assignments
* Application / Registration: Same as Internship #1 (**DUE: Attachments A – B – C – D – E**)
* Site / Supervisor Different: Usually a different company – or – in another city – state – abroad
* Learning Objectives: A different set of learning objectives – responsibilities – tasks
* Coursework REQUIRED: Journals entries (Blackbd), thank you letter, reflection paper + presentation
* In-Class Participation: NOT required except **LAST DAY OF CLASS** to present paper & artifact

# APPLICATION: Steps – Approval – Registration

**#1 REGISTER**: on Patriotweb for Comm 450

**#2 SEARCH**: for internships, e.g. GMU Handshake <careers.gmu.edu>, Indeed.com, Monster.com Comm Dept website: <http://communication.gmu.edu/undergraduate/internships-careers>

**#3 APPLY TO**: Company / organization –THEN – when approved – WITH Site Supervisor / Agency

Discuss: Contract – objectives – responsibilities – task expectations

**#4** **COMPLETE: APPLICATION** w/ Learning Agreement / Contract - **ALL sections: A – B – C – D – E**

* **Signatures**: Student + Site Supervisor w/ objectives/tasks … and … ALL correct contact info (legible)
* **Duplicate: A-B-C-D-E**  #1 ORIGINAL to Intern Coordinator #2. Intern #3. Agency / Site

**#5 ASSEMBLE + SUBMIT IN ORDER: HARD COPY – DUE w/ signatures A – B – C – D – E**

Attachment **A: Learning Agreement / Contract:** ALL correct information + original signatures

Attachment **B: General Terms and Conditions:** Intern + Site Supervisor signatures

Attachment **C: Official Consent Agreement:** Intern signature

Attachment **D: General Information:** Intern agrees + signs

Attachment **E: An unofficial transcript:** Printed from Patriotweb

**#6 SUBMIT TO: Prof. S. Tomasovic** Internship Coordinator (Comm Dept – Northeast Module I)

**Final Approval:** Dr. Anne Nicotera (Chair of Communication Dept) or Dr. Tim Gibson (Assoc. Chair)

**#7 Incomplete/Late Contracts**: Unprofessional &NOT PROCESSED – you will be asked to drop the course.

# ATTACHMENT A: LEARNING AGREEMENT / CONTRACT

**George Mason University**

***(LEGIBLY: PRINT / COMPLETE ALL of the following information)***

**THIS EXPERIENTIAL LEARNING AGREEMENT / CONTRACT:** with the site and site supervisor,

dated this \_\_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_ (the “Effective Date”), is made by and among

**NAME STUDENT INTERN** (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and

**NAME SITE / ORGANIZATION:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and

***Purpose: GMU, together w/ the site/agency agree to place this student in an experiential learning assignment,***

***as part of a GMU academic course of study. Intern completes approximately 140 – 150 work hours / semester.***

Site Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_\_\_\_\_\_ **START DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT EMAIL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **END DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT CELL:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **WORK DAYS:** Mon – Tue – Wed – Th – Fri – Sat – Sun

**TIMES:**

**List 5 “Intern Learning Objectives”** (tasks/responsibilities) you and the agency plan internship accomplishments.

Discuss: Experiential learning & objectives w/ your company internship supervisor

Consider: Career – Skills – Personal Development, academic learning, application of classroom knowledge

Use: The **S.M.A.R.T**. Model: **S**pecific – **M**easurable – **A**ttainable – **R**esults-Focused – **T**ime-Focused

Examples: to improve skills: working w/ social media or writing press releases or organizing and analyzing data

1.

2.

3.

4.

5.

* *These documents are attached – SUBMITTED IN ORDER –* ***IN HARD COPY****.*

**Attachment A: Learning Agreement / Contract:** ALL correct information + all original signatures

**Attachment B: General Terms and Conditions:** Intern & Site Supervisor signatures

**Attachment C: Official Consent Agreement:** Intern signature (+ parent if applicable)

**Attachment D: General Information:** Intern agrees & signs

**Attachment E: An unofficial transcript: REQUIRED:** Printed from Patriotweb

**Attachment A Signatures**: The Student + Site + GMU agree to the above terms on this **Attachment A** … **AND**

**Attachment B** terms & conditions. All parties have reviewed the **Site Supervisor Final Intern Evaluation** form.

Student Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Agency/ Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

GMU Comm Intern Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT B: GENERAL TERMS AND CONDITIONS**

**(GMU: EXPERIENTIAL LEARNING AGREEMENT)**

1. **Term and Termination.**

* This Agreement may be terminated at any time without cause by the Site or the University.

1. **Definitions.**

a. “Site Supervisor” means a Site employee, member, or volunteer, who is responsible for monitoring and

supervising the Student throughout the Program.

b. “Program” means the structured learning experience at Site, in which Student performs work under the

supervision of the Site Supervisor.

c. “Faculty Supervisor/Coordinator” means a GMU faculty member who places and monitors the student in the internship program.

1. **Site Responsibilities.**

a. *Site Supervisor.* Site shall provide Student with a Site Supervisor.

The Site Supervisor shall monitor and supervise the Student throughout the Program.

b. *Insurance.* Site shall maintain in force during the Term general and professional liability insurance,

insuring itself and its agents and employees for their acts, failures to act or negligence, in an amount

not less than $2,000,000 aggregate. Site will provide University a Certificate of Insurance. Site agrees

to advise University of any changes in this insurance policy. Evidence of insurance shall be provided

ten (10) days prior to the start of performance of this agreement. Continued evidence of insurance

shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no

longer required by this agreement.

c. *Compliance with Laws.* The Site shall at all times remain in compliance with all Federal and State

laws and regulations which may affect the Program.

d. *Disclosure of Known Risks.* The Site shall disclose to Student known risks associated with

Student’s placement.

**5. University Responsibilities.**

a. The University agrees to assign to Site only those students who shall have successfully completed

any necessary prerequisite courses.

b. The University assigns a Faculty Supervisor to monitor the Student throughout the Program.

c. The University is responsible to Student for academic supervision and grading.

**6. Student Responsibilities**

a. *Registration.* Student must register and pay tuition for the course prior to the Program commencement.

b. *Insurance.* Student shall at all times maintain sufficient health, accident, disability and hospitalization

insurance for the duration of the Program. Student shall be responsible for any expenses incurred due

to injury, illness or damage suffered during the course of the Program.

c. *Honor Code*. Student understands and agrees that he/she is at all times during the Program bound by

the George Mason University Honor Code, and that Program activities are subject to the Honor Code.

d. *Consent Form*. Student agrees to sign the consent agreement attached as **Attachment C**.

**7. General**

a. *Independent Contractors.* The relationship of the Parties to each other is solely that of independent

contractors. No party shall be considered an employee, agent, partner or fiduciary of the other except

for such purposes as may be specifically provided in this Agreement. Nothing in this Agreement shall

be construed to create any partnership or joint venture between the parties.

b. *University Liability.* As a state agency, the University is self-insured under the Commonwealth of

Virginia Risk Management Plan. To the extent provided by the laws of the Commonwealth of Virginia,

University shall be responsible for the ordinary negligent acts or omissions of its agents and

employees causing injury to another person. Nothing herein shall be deemed a waiver of the

sovereign immunity of the Commonwealth of Virginia.

c. *Nondiscrimination*. The Parties agree not to discriminate on the basis of race, color, religion, national

origin, gender, sexual orientation, disability or age.

d. *Confidential Information*. No party shall disclose or use any information of a private, confidential or

proprietary nature, or any other trade secret, without prior written authorization, except as required by

law.

e. *Federal Employee*. As required by some U.S. Government agencies, Student is not to be considered

a federal employee for any purpose other than either of the following:

(i) The Federal Tort Claims provisions published in 28 U.S.C. 2671-2680. Claims arising as a result of student participation should be referred to the Department of Justice.

(ii) Title 5 U.S.C. Chapter 81, relative to compensation for injuries sustained during the performance of work assignments. Claims related to injuries should be referred to the Office of Workers’ Compensation Programs, U.S. Department of Labor for adjudication.

f. *Amendment to Agreement*. No amendment or modification of this Agreement shall be valid unless in

writing and executed by authorized representatives of the Parties.

g. *Applicable Laws*. This Agreement shall be construed, governed and interpreted pursuant to the laws

of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under

such laws, the other provisions or parts of this Agreement will remain in full force and effect. All

disputes arising under this contract shall be brought before a court of competent jurisdiction in the

Commonwealth of Virginia.

h. *No assignment*. No party shall assign or otherwise transfer its rights or delegate its obligations under

this Agreement without all Parties’ prior written consent. Any attempted assignment, transfer, or

delegation without such consent is void. All of the terms and provisions of this Agreement are binding

upon and inure to the benefit of the Parties and their successors and assigns.

i. *Force Majeure*. Neither the University nor the Site will be responsible for any losses resulting from

delay or failure in performance resulting from any cause beyond such Party’s control, including without

limitation: war, strikes or labor disputes, civil disturbances, fires, natural disasters, and acts of God.

j. *Final Agreement*. This Agreement is the complete and final agreement between the parties and

supersedes all prior oral or written agreements with respect to the subject matter herein.

k. *Advertising*. Site shall not use, in its external advertising, marketing programs or promotional efforts,

any trademark, mark, data, pictures or other representation of the University except on the specific

written authorization in advance by the University.

l. *Intern and Internship*. Can be paid, unpaid, or awarded a stipend for the 150 hours of intern work.

**Intern Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Supervisor Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site/Agency Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTACHMENT C: CONSENT AGREEMENT**

**GEORGE MASON UNIVERSITY**

**COMM 450: Internship in Communication**

Students participating in a for-credit internship must sign this Consent Agreement to indicate agreement with the terms and conditions of the Agreement / Contract and permission to participate.

**Student Name:**  \_\_\_\_\_\_ **Student ID G#:**  \_\_\_\_\_\_\_\_\_\_\_\_

* I am voluntarily participating in a George Mason University for-credit internship, and I understand that any such internship program involves some element of risk.
* I agree that in consideration of George Mason University sponsoring this activity and allowing my participation, I (including my parents, guardians, and legal representatives) will release, indemnify, and hold harmless George Mason University, and its Trustees, officers, employees, faculty, agents, successors, and assigns from liability for any and all claims, demands rights or causes of action, present or future, resulting from or arising out of any activity or travel conducted by or under the auspices of the George Mason University Internship/Externship Program.
* I understand that the University requires that all students be covered by appropriate accident and medical insurance and that the student be financially responsible for such expenses.
* My signature below verifies that I am covered by such insurance.

***I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS, AND***

***AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of Intern Participant Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Printed Name of Participant Semester/Academic Year**

*(IF UNDER THE AGE OF 18)*

* *If under 18 years of age, a parent or guardian must also sign and approve the internship.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent or Guardian

(If Student is under the age of 18)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Parent or Guardian

# ATTACHMENT D: General Information / Assignments

**Work & Internship hours on the job**:

* Work hours for a 14-15-week semester (the usual):
* Number of Hours: An intern usually spends **approximately 10 hours per week on-the-job**.
* **Minimum Required**: **140 – 150 experiential internship hours or more for 3 course credits**.
* Schedule: Arranged by Site Supervisor, e.g. more hours during a spring break, etc.
* More Work Hours: Encouraged and often required by the agency or organization.

# Tips: Getting the most out of your internship:

Work hours are only one of several factors that determine the appropriateness of an internship.

Explore how comm theory you learned in the university setting can be applied in real world settings, and then take initiative in making your internship a good learning experience.

* Research the Company:
* Background knowledge and understand what the company does and with whom.
* The better prepared you are, the more responsibility you will have and the more you will learn.
* Consider this internship as your job:
* Think professionalism
* Make a habit of being punctual.
* Be careful of taking on too many tasks.
* Be patient.
* Attitude is an important aspect of enjoying a successful internship.
* Interns may not always get to accomplish tasks/jobs they would like to be doing.
* A helpful attitude will enhance your internship experience.
* Conduct: A preliminary communication audit of your work setting.
* What are clear patterns of communication? Types of communication channels used.
* How do formal and informal networks figure in?
* Keep a journal of your workplace experience:
* Jot down reactions, feelings, observations, events, problems, processes, whatever strikes you about your communication environment.
* Identify any particular comm conflict that occurred or keeps recurring in your workplace.
* Is hierarchy or power somehow involved?

# Complaints and / or Problems:

# Direct issues/concerns to: Internship Coordinator, or Comm Dept Associate Chair, Dr. Tim Gibson.

# A dissolved internship: Contact the internship coordinator as soon as possible.

Comm 450 #2 (taken for 3 Credits): Register for Comm 450 on Patriotweb

* Comm 450 #1 Successful Completion – ALL assignments completed + submitted + passed w/ B or better

ATTENDED ALL in-class sessions + acquired a passing overall grade of “B” or better.

* The internship experience with a different company – or – different city – state – abroad. OR

*W/ PERMISSION the same company: Different … learning objectives … tasks … supervisor*

* Application & Registration COMM 450 #2: the same as Internship #1

1. Complete w/ signatures: Application, Agreement, Consent, Transcript (Attachments A-B-C-D-E)

2. Class Session: Intern does not attend the in-class sessions – *excep*t final class session

3. Assignments: Journal Paragraphs (Blackboard) + Experiential Learning Paper, etc.

Comm 450 Course #1: Syllabus & Assignments on Blackboard Based on a 500 point scale.

**A. Internship Work Experience: (300 points)**

* Complete: Approximately 140-150 hours on the job learning experience with the internship agency.
* Average: 15 week semester @ 10 hours/week, or as arranged by the internship site supervisor.
* Evaluation: Site supervisor completes the **Final Evaluation** form + submits to the intern coordinator.

B. Comm 450 In-Class and Assignments: (200 points)

**1. Written Reflection Report: (50 points)**

* Required: Final internship experience report / paper & a work artifact +

A prepared 4 to 5 minute oral presentation to the class.

* Writing: APA format. Apply all rules of effective organization and excellent writing skills.
* Due Date: Last day of Comm 450 course sessions = the date you deliver your oral report.

**2. Oral Presentation: (20 points)**

* Time Limit: Present a 4 – 5 minute oral report on the internship experience + explains the artifact

**3. Career Development / Management: (55 points)**

**4. Interviewstream: (15 points)**

**5. In-Class Participation: (30 participation points)**

**6. 4-5 Journal Paragraphs + Thank You Letter: (30 points)**

**Intern SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Comm 450 Course #2: Syllabus & Assignments on Blackboard Based on a 300 point scale.

**A. Internship Work Experience: (200 points)**

* Complete: Approximately 140-150 hours on the job learning experience with the internship agency.
* Average: 15 week semester @ 10 hours/week, or as arranged by the internship site supervisor.
* Evaluation: Site supervisor completes the **Final Evaluation** form + submits to the intern coordinator.

B. Comm 450 #2 Assignments: (100 points)

**1. Written Reflection Report: (50 points)**

* Required: Final internship experience report / paper & a work artifact +

A prepared 4 to 5 minute oral presentation to the class.

* Writing: APA format. Apply all rules of effective organization and excellent writing skills.
* Due Date: Last day of Comm 450 course sessions = the date you deliver your oral report.

**2. Oral Presentation: (20 points)**

* Time Limit: Present a 4 – 5 minute oral report on the internship experience + explains the artifact

**3. 4-5 Journal Paragraphs + Thank You Letter: (30 points)**

**Intern SIGNATURE**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_