

**School of Communication**  
**COM 490 Communication Internship Guidelines**

Revised 04/2017

**Pre-requisites for COM 490**

- ✓ **Junior or Senior class standing and a minimum 3.0 GPA in Communication coursework**  
Students with a COM GPA between 2.5 and 3.0 need two letters of recommendation from Communication faculty and permission of your School of Communication Major Division Director. See other options below.

- ✓ **Academic Prerequisites related to the internship**  
Internships are a form of experiential education. A 400 level internship allows a student to apply the knowledge and skills gained in 300 level courses. Since the internship builds on Communication coursework, it is to be taken after required 300 level courses have been completed. The specific courses required depend upon the career focus of the internship. See your Major Director for more information regarding coursework related to internships.

- ✓ **Search for internships**  
Internship opportunities are posted in the following ways: company websites, professional association websites, School of Communication Internship bulletin board (on the second floor near MU 233), plus employer directories on the School of Communication website: [www.csuohio.edu/com](http://www.csuohio.edu/com).

Internship employers must be approved by the School of Communication. Employers must meet standards for experiential education, including supervision provided by a professional in the student's chosen career field.

- ✓ **Resume and portfolio**  
Update your resume each semester to list the relevant courses you have taken and any new computer software skills, equipment skills, or writing skills you have gained. See sample internship resume and cover letter on internship bulletin board or visit [www.csuohio.edu.com](http://www.csuohio.edu.com).

The content of portfolios varies depending upon the Communication sequence. For example: Journalism internships typically require the submission of writing samples/published articles. For assistance with developing your résumé and cover letter, please see the Career Services Coordinator. To practice interviewing, please contact Career Services to schedule a mock interview.

- ✓ **Apply for Internships**  
The process for obtaining an internship is similar to obtaining a job. You must apply directly to the employer for the internship by sending your resume, cover letter and any portfolio items requested.

You may be interviewed for the internship. The employer will decide whether to offer you an internship or not. You will decide if you want to accept the internship offer. The Director of your major will decide if the internship meets the criteria for COM 490 credit.

✓ **Complete COM 490 Communication Internship Agreement form**

After you have been offered an internship, ask the employer to complete and sign the COM 490 Internship Agreement form. Obtain the agreement form from the School of Communication located in MU 233. To register for COM 490 students must have permission of your Major Division Director. Permission is granted after a completed COM 490 Internship Agreement form has been received and approved.

**Required hours:**

**(Fall & Spring Semesters)**

Section 1: 3 credit hours = 150 hours (10 hours a week)

Section 2: 6 credit hours = 300 hours (20 hours a week)

**(Summer Semester 8 Week Session Only)**

3 credit hours = 150 hours (20 hours a week)

**COM 490 Credit Limits:** A maximum for four (3) credit hours from COM 490 may be applied toward Communication major requirements. An additional four (3) credit hours from COM 490 may be applied towards university requirements for graduation. Please note you can apply a total of only 6 credit hours from COM 490 Internship, COM 495 Seminar, and COM 496 Independent Study toward completing requirements for the Communication majors. Additional credit hours from such “experiential and non-traditional” education courses can be counted toward the overall university degree requirements.

**CSU Career Services**

Remember The Career Services can help you with your resume, internship/job search and interview preparation. Contact the Career Services Center at 216-687-2233. Open a CSUcareerline account and be sure to activate the *Job Agent* feature. The *Job Agent* will automatically send you email alerts regarding new employment postings which match your profile. [www.csuohio.edu/career](http://www.csuohio.edu/career)