



**Chaminade University**  
HONOLULU

**COM 387:  
COMMUNICATION  
INTERNSHIP**

**Spring 2002**

# COMMUNICATION INTERNSHIP

## Enrollment and Completion Process

### Initial Application

- Notify the Communication Internship Adviser about plans to intern.
- Fill out the application form and attach a cover letter with resume. Interviews may be necessary.
- Secure an internship position with a media organization.
- Enroll in COM 387 for the appropriate semester. A letter will be sent to the participating internship agency verifying paid enrollment.
- Meet with the Communication Internship Adviser and **Internship** Supervisor to finalize **schedules**, duties and assignments.
- Get the current internship syllabus and information packet from the Communication Internship Adviser. Complete **contracts** and Student Profile in triplicate copies.
- Begin internship.

### Internship

- Perform duties as assigned by the Internship Supervisor.
- Submit weekly logs to the **Communication Internship** Adviser.
- Complete a self-evaluation of the internship experience by the midterm and discuss performance **with the Internship Supervisor and** Adviser.
- Arrange for a site visit for the Adviser to evaluate intern's overall performance before the end of the semester.
- Have the Supervisor complete an evaluation of the intern's overall performance by the end of the semester and mail it to the Adviser.
- Write a paper about the internship experience or prepare a portfolio.

### Grading and Credit

- The final grade for the internship experience will be given according to the point system outlined in the syllabus.
- The Adviser will submit the **final** grade sheet to the Registrar at the close of the semester.
- A report card showing the letter grade and credit hours earned will be mailed to the intern.
- Credit hours will be applicable toward the intern's degree.

# Supervisor and Intern Guidelines

The Communication Internship Program at Chaminade University of Honolulu appreciates the support of the print media, broadcasting, public relations and advertising companies and other communication-related organizations that sponsor student interns. The internship allows students to utilize, enhance and expand upon classroom acquired knowledge and skills in a manner that should prove beneficial to both interns and supervisors.

To maintain the quality of the internship, the Department of Communication has established certain guidelines for supervisors and interns.

## Responsibilities of the Supervisor

- Meet with the intern to determine a schedule/assignment that will work for both the supervisor and the intern.
- Include a variety of tasks that require the intern to use the knowledge and skills gained in the classroom.
- Evaluate the intern's performance at the end of the semester. Discuss his/her overall performance with him/her. Mail the evaluation form to the intern's Advisor (a standardized form is provided).
- Contact the intern's Adviser if any concerns arise.

## Responsibilities of the Student Intern

- Arrange an initial orientation meeting with the Supervisor to establish a work schedule/assignment. This meeting must occur before or during the first week of the semester, and the internship must begin at the latest on Monday of the third week of the semester.
- Complete any related paperwork and fulfill contract requirements.
- Keep a weekly log of the time spent on various tasks assigned and identify assignments that were most enjoyable. A master copy of the time sheet is provided in this packet. Make enough copies for the number of weeks assigned to work. Submit these regularly to the Adviser.
- Evaluate performance of the overall internship experience by completing the self-evaluation form, meeting with the Supervisor and arranging a site visit with the Adviser. Forms are provided.
- Write a final paper about the internship experience or prepare a portfolio and submit it to the Adviser by the specified deadline.

# Syllabus (Spring 2002)

## General information

COM 387  
Communication Internship  
Classroom: TBA  
Class Times: Self-paced

Adviser: Dr. E. R. Bautista  
**Office:** Eiben 129B  
Phone: (848) 735-4727  
**E-mail:** [ebautis@chaminade.edu](mailto:ebautis@chaminade.edu)

## Catalog Description

Internships in communication fields: broadcast, public relations and publications. Three semester hours may be used to fulfill major requirements in Communication; nine semester hours only in any combination of workshops and internships may be used to *fulfill* the **total number needed for graduation**. Offered every semester. Prerequisites: senior standing and approval of advisor.

By the end of the semester, the intern should be able:

- ☐ to apply knowledge learned in communication classes on-the-job
- ☐ to practice and improve communication skills
- ☐ to network with media colleagues in the community
- ☐ to gain experience in one's chosen field
- ☐ to conduct oneself in a professional, ethical and practical manner
- ☐ to prepare for a career in communication
- ☐ to train for higher education **in** communication

Intern fills in personal learning objectives **below**:

- ☐
- ☐
- ☐

### Teaching Methods and Politics

As an intern, the student will learn on-the-job and teach him/herself basic communication skills with the guidance of the Supervisor and Adviser. Guidelines have been established for both the Supervisor and student intern. Because the student is representing Chaminade University of Honolulu and the Department of Communication, every effort must be made to conduct oneself in a professional, ethical and practical manner and to fulfill the terms of the contract. The student will update the Adviser periodically about his/her progress, performance and concerns regarding the internship **experience**.

### **Evaluation and Grading**

The **student** is **responsible for keeping track of assignments and is encouraged to** record his/her points in the chart below. The final grade for the internship will be based on the evaluation items listed in the chart and calculated by the following percentage system:

A	90-100%	90-100 <b>points</b>
B	80-89%	80-89 points
C	70-79%	70-79 points
D	60-69%	60-69 points
F	<59%	59 points and below

<i>Evaluation Items</i>	<i>Points Possible</i>	<i>Points Earned</i>
Weekly Time Sheets	10	
Supervisor Evaluation	10	
Adviser Evaluation/Site Visit	10	
Student Paper/Portfolio Project	20	
Work Hours	50	
Total	100	

## Final Project

### Option 1: Paper

Write a 5-page paper describing your **internship** experience. Address the following:

- what you did (responsibilities)
- what you **learned**
- how you applied the communication skills that you learned in the classroom
- what additional **training/education/skills** you need
- what you thought overall about the internship experience

Proofread your paper and submit it "professionally" to the Adviser during finals week or when you have completed your internship.

### Option 2: **Portfolio**

Prepare a project (press clippings, video package, media kits, ad album, communication compilation, etc.) that is a **collection/proof/souvenir** of your internship experience. Include a resume as if you were going to use this as a sample **portfolio** on a job interview. Submit it to the Adviser during finals week or when you have completed your internship.

### Internship Schedule and Important Dates

<i>Week #</i>	<i>Dates</i>	<i>School Deadlines</i>	<i>Work Duties</i>
1	1/14	Application and enrollment Submit <u>weekly log</u>	Begin <b>internship</b>
2-8 9	1/21-3/4 3/11	Submit <u>weekly logs</u> Begin arranging site visit for Adviser Submit <u>weekly log</u>	<b>Complete</b> self-evaluation form
10-15	<b>3/18-4/22</b>	<b>SPRING BREAK</b> ( <b>Week</b> of 3/25) Last day to withdraw from COM 387 (4/8) Submit <u>weekly logs</u>	
16	4/29	Submit weekly log Turn in <b>final</b> project to Adviser	Supervisor completes intern's evaluation form and mails it to Adviser End <u>internship</u>

# COMMUNICATION INTERNSHIP

## Intern Contract

I, (name) a student officially enrolled in COM 387  
(Communication Internship) at Chaminade University of Honolulu, hereby agree to complete a  
communication internship during the (semester/year)  
semester at (name of internship agency)  
to **earn** (# 1-3) credit hours and an equivalent letter grade applicable toward my  
Communication degree. For this agreement, I will:

- complete an application form and other necessary paperwork (weekly logs, evaluations and a final paper);
- secure a position at the above named media organization and work (#) hours per week  
during this semester, beginning (date) and ending on  
(date)
- conduct myself at work in a professional, ethical and practical manner;
- represent Chaminade University of Honolulu and the Department of Communication in the best possible light and **conform** to the University's policies;
- fulfill the responsibilities and duties as assigned by my Internship Supervisor; and
- meet assignment deadlines as set by my Internship Adviser.

I have read completely and understand fully the information provided in the internship application and syllabus and information packet. I will accept any responsibilities and consequences for not abiding by the terms of this contract.

Intern's Signature:

Date:

Adviser's Signature:

Date:

Supervisor's Signature:

Date:

# COMMUNICATION INTERNSHIP

## Weekly Time Sheet

Intern:

Week of

Date

Summary Of***Activities***

***Time In***

***Time Out***

# Hours

Intern's Signature:

Total Hours This Week:

Supervisor's Signature:

Phone #:



# COMMUNICATION INTERNSHIP

## Student's Midterm Self-Evaluation Form

Student/Intern:

Student ID # or Social Security #:

Address:

Phone #(s):

E-mail:

Type of internship:

☐ print media   ☐ broadcasting   ☐ public relations   advertising   ☐ other

Semester:      ☐ fall              ☐ spring              ☐ summer              Year:

Interning at (name of agency):

Supervisor:

Title:

Address:

Phone #(s):

E-mail:

*Please check the box that best describes your performance thus far.*

Evaluation Items	A	B	C	D	F
Meets deadlines and manages time well					
Produces quality work					
Demonstrates professionalism and ethics					
Works well with others					
Communicates effectively (oral and written)					
Has a positive attitude					
<b>Learns</b> quickly and is willing to improve skills					
Can locate and utilize resources efficiently					
Is an asset to the internship agency					
Overall performance					

**Student's Midterm Self-Evaluation**

**(continued)**

*What are your overall assignments and roles as an intern thus far?*

*What internship experience is most fascinating to you and why?*

*What skills are you contributing most valuably to your agency? Which classes have been most beneficial in building these skills?*

*In what areas do you need improvement or more education?*

*What other pertinent comments do you have regarding your internship experience?*

# COMMUNICATION INTERNSHIP

## Supervisor's Evaluation of Intern

**Student/Intern:**

**Student ID # or Social Security #:**

**Address:**

**Phone #(s):**

**E-mail:**

**Type of internship:**

☐ print media   ☐ broadcasting   ☐ public relations   ☐ advertising   ☐ other

**Semester:**      ☐ fall              ☐ spring              ☐ summer              **Year:**

**Interning at (name of agency):**

**Supervisor:**

**Title:**

**Address:**

**Phone #(s):**

**E-mail:**

***Please check the box that best describes the intern's **performance** this semester.  
Discuss this with the student before **mailing this** form to the **Internship Adviser**.***

Evaluation Items	A	B	C	D	F
Meets deadlines and manages time well					
Produces <u>quality</u> work					
Demonstrates professionalism and ethics					
Works well with others					
Communicates effectively (oral and written)					
Has a positive attitude					
Learns quickly and is willing to improve skills					
Can locate and utilize resources efficiently					
Is an asset to the internship agency					
Overall performance					

Supervisor's Evaluation of Intern

(continued)

*What did you observe to be the intern's strongest contributing skills to your organization?*

*In what areas do you suggest the intern needs improvement or further education and training?*

*What were the intern's overall assignments and roles?*

*What additional comments do you have regarding the intern's overall performance?*

Supervisor's Signature:

Date:

Thank you very much for your time. Please seal this form in an envelope and mail to:

*Dr. Edna R. Bautista  
Communication **Internship Adviser**  
Chaminade University of Honolulu  
3140 Waialae Avenue  
Honolulu, HI 96816-1578*

# COMMUNICATION INTERNSHIP

## Adviser's Evaluation and Record of Intern

Student/Intern:

Student ID # or Social Security #:

Address:

Phone #(s):

E-mail:

Type of internship:

☐ print media   ☐ broadcasting   ☐ public relations   ☐ advertising   ☐ other

Semester:      ☐ fall              ☐ spring              ☐ summer              Year:

Interning at (name of agency):

Supervisor:

Title:

Address:

Phone #(s):

E-mail:

*Please check the box that best describes the intern's performance this semester.  
If possible, conduct a site visit and observe the intern in the work environment, or meet  
with the Supervisor and **discuss** the intern's **performance**.*

<b>Evaluation</b> Items	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
Meets deadlines and manages time well					
Produces quality work					
Demonstrates professionalism and ethics					
Works well with others					
Communicates effectively (oral and written)					
Has a positive attitude					
Learns quickly and is willing to improve skills					
Can locate and utilize resources <b>efficiently</b>					
Is an asset to the internship agency					
Overall performance-"					

Advisor's Evaluation and Record of Intern

(continued)

<i>Evaluation Items</i>	<i>Points Possible</i>	<i>Points Earned</i>
Weekly Time Sheets (Note and date each one received)	10	
Supervisor Evaluation (Note date received)	10	
Adviser Evaluation (Note date of site visit or Supervisor interview)	10	
Student <b>Paper/Portfolio</b> (Describe final project)	20	
Work Hours (Note <b>total</b> hours worked during this semester)	50	
<b>Total</b>	<b>100</b>	

A	<b>90-100%</b>	90-100 points
B	80-89%	80-89 points
C	70-79%	70-79 points
D	60-69%	60-69 points
F	<59%	59 points and below

The **student/intern** has **fulfilled** all the requirements for COM 387 (**Communication** Internship) for **this** semester by **specified deadlines** and has earned the equivalent letter grade of \_\_\_\_\_ to be recorded by the Chaminade University of **Honolulu** Registrar on the **student's transcripts**.

Adviser's Signature:

Date: