

Department of Communications
California State University, Fullerton
PROFESSIONAL INTERNSHIP COMM 595

The supervised **professional internship** (off site) is an optional course that may be taken with the consent of the graduate advisor after completing COMM 500 and two-thirds of your course work. It is intended only for students who have not had previous work experience in their field. Current places of employment may not be used as an internship site. Professional internships may be completed during the Summer, Fall or Spring sessions.

Follow the steps below to apply for, initiate, and complete your internship.

1. Complete the **Request to Enroll in Professional Internship** form (below). Attach your approved Study Plan that lists COMM 595, your up-to-date, career-oriented résumé, and a printout of your Registration with the Center for Internships & Community Engagement (CICE) to the application. Both you and your internship site must register with CICE. (See attached information on registration procedures.)
2. If you do not have an internship site, you may use the Career Center Web site to identify possibilities. See the attached documentation for instructions on doing this.
3. Complete the **Verification of Mass Media Internship** and file it with the COMM Office, CP-400, or e-mail it to the graduate secretary with a copy to the graduate advisor.
4. Submit the completed form with appropriate attachments to the graduate advisor for approval. Once approved, file it with the COMM Office, CP-400, or e-mail it to the graduate secretary with a copy to the graduate advisor.
5. After your first 20 hours at the internship site, complete the **Assignment #1 Statement of Work** with both the site supervisor's and graduate advisor's signatures. File it with the COMM Office, CP-400, or e-mail it to the graduate secretary with a copy to the graduate advisor.
6. File monthly **Progress Reports** with the COMM Office, CP-400, or e-mail them to the graduate secretary with a copy to the graduate advisor, following the appropriate time table for the semester in which you are enrolled:
 - a. **Spring and fall** students will complete four progress reports. Each report should describe your responsibilities and the work you have accomplished during the month. Reports are due to the graduate advisor by the last day of the month during the semester in which you are completing the internship and must be signed by your supervisor. File each report with the COMM Office, CP-400, or e-mail it to the graduate secretary with a copy to the graduate advisor. The final report must include a reflection of what you have learned during your internship and must be filed **before the last day of instruction** during the semester in which you are enrolled.
 - b. **Summer** students will file three progress reports. Each report should describe your responsibilities and the work you have accomplished during the month and must be signed by your supervisor. Reports are due to the graduate advisor by the last day of the month. File each report with the COMM Office, CP-400, or e-mail it to the graduate secretary with a copy to the graduate advisor. The final report must include a reflection of what you have learned during your internship and must be filed **before the last day of instruction** for Summer Session E (usually mid-August).
7. Complete two additional assignments:
 - a. **Assignment #2 Two-Page Book Review:** This assignment is a brief review of either *The 8th Habit: From Effectiveness to Greatness* by Stephen R. Covey or *Becoming a Leader* by Warren Bennis. Be sure to include in your analysis how the principles expressed in the book apply to your selected career.
 - b. **Assignment #3 Final Report:** Write a 5-8-page report that includes: a) a profile of the organization in which you are completing your internship, b) an evaluation of the site as a graduate level experience, c) a description of two or three of your major responsibilities, and d) an analysis of how your classroom work connected to your practical experience and what you learned from it.
8. Complete a **minimum of 175 hours** of work at your approved internship site.
9. Your supervisor must send a one-page evaluation of your performance to the COMM Office (CP-400), faxed to 714-278-2009, or e-mailed to the graduate secretary with a copy to the graduate advisor by the end of finals week for the semester during which you are enrolled in the internship. **It is your responsibility** to ensure that the evaluation is submitted to by the due date.

Department of Communications
California State University, Fullerton
REQUEST TO ENROLL IN PROFESSIONAL MASS MEDIA INTERNSHIP COMM 595

This form must be completed and submitted to the COMM Office (CP-400) before you can enroll in COMM 595.

<p>Student Name: _____</p> <p>Student E-Mail: _____</p> <p>Student Phone: _____</p> <p>Current Grade Point Average: _____</p> <p>Area(s) of Academic Interest: _____</p> <p>Approved Study Plan Attached <input type="checkbox"/></p> <p>Résumé Attached <input type="checkbox"/></p> <p>Center for Internships & Community Engagement Registration Attached <input type="checkbox"/></p>	<p>CWID: _____</p> <p>Today's Date: _____</p> <p>Semester Year: _____ Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/></p> <p>Present Employment Information (full or part time): <i>Current employer may not be used as an internship site.</i></p> <p>_____ <i>Company</i></p> <p>_____ <i>Street Address</i></p> <p>_____ <i>City, State, Zip</i></p> <p>_____ <i>Your Job Title</i></p>
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APPROVED _____
Graduate Advisor Signature

Date: _____

Department of Communications
California State University, Fullerton
VERIFICATION OF MASS MEDIA INTERNSHIP
COMM 595

This form is your contract. It must be submitted to the COMM Office (CP-400) in order to get credit for COMM 595.

Student Name: _____	CWID: _____
Student E-Mail: _____	Today's Date: _____
Student Phone: _____	Internship Site Information (full or part time): <i>Current employer may not be used as an internship site.</i>
Area(s) of Academic Interest: _____	_____ <i>Company</i>
Work Responsibilities Begin (Month/Day/Year): _____	_____ <i>Street Address</i>
	_____ <i>City, State, Zip</i>
	_____ <i>Internship Supervisor's Name</i>
	_____ <i>Internship Supervisor's Title</i>
	_____ <i>Internship Supervisor's Phone & Extension</i>
	_____ <i>Internship Supervisor's E-mail</i>

I understand the policies and regulations governing the COMM 595 Internship course. I am aware that I must complete a minimum of 175 hours, complete a Statement of Work assignment, turn periodic progress reports signed by my supervisor. My supervisor and I have agreed on the nature and level of my responsibilities. I understand that to be awarded credit for this course, I must turn in the monthly reports, assignments, the final report, and my supervisor's performance evaluation before the end of finals week during the semester in which I am enrolled.

Student Signature

Date: _____

APPROVED _____
Graduate Advisor Signature

Date: _____

Department of Communications
California State University, Fullerton
ASSIGNMENT #1: STATEMENT OF WORK
COMM 595

This form must be submitted to the COMM Office (CP-400) in order to get credit for COMM 595.

<p>Student Name: _____</p> <p>Student E-Mail: _____</p> <p>Student Phone: _____</p> <p>Work Responsibilities Begin (Month/Day/Year): _____</p>	<p>CWID: _____</p> <p>Today's Date: _____</p> <p>Internship Site Information (full or part time): <i>Current employer may not be used as an internship site.</i></p> <p>_____ <i>Company</i></p> <p>_____ <i>Street Address</i></p> <p>_____ <i>City, State, Zip</i></p> <p>_____ <i>Internship Supervisor's Name</i></p> <p>_____ <i>Internship Supervisor's Title</i></p> <p>_____ <i>Internship Supervisor's Phone & Extension</i></p> <p>_____ <i>Internship Supervisor's E-mail</i></p>
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Attach a one-page document that lists the provisions provided to you by your host organization (e.g., pay, stipend, office, etc.) and a detailed list of at least 15 anticipated duties for the internship.

I understand the policies and regulations governing the COMM 595 Internship course. I am aware that I must complete a minimum of 175 hours, complete a Statement of Work assignment, turn periodic progress reports signed by my supervisor. My supervisor and I have agreed on the nature and level of my responsibilities. I understand that to be awarded credit for this course, I must turn in the monthly reports, assignments, the final report, and my supervisor's performance evaluation before the end of finals week during the semester in which I am enrolled.

Student Signature

Date: _____

APPROVED _____
Internship Supervisor Signature

Date: _____



Registration for Service-Learning

Step One: Complete registration form

- Log on to CISL's website, <http://www.fullerton.edu/cisl>
- Click on **Students**
- Click on **Service-Learning** on the right
- Read about service-learning and the registration process
- Login by inputting your Campus-Wide ID for **CSUF User ID** and your CSUF password for your **Password**
- Read more about service-learning
- "Click to Begin Registering" at the bottom of the page
- Complete *all* boxes that are not already completed for you. (If the information in the yellow highlighted boxes is incorrect, please contact the CSUF Registrar's Office at (714) 278-2380)
- Click **Submit for service-learning placement**
- You may print the form by clicking "Ok" when the menu box pops up to prompt you. Otherwise, the form is automatically emailed to your professor when you click **Submit**

Step Two: Find a site

Option One: Find one in Titan Connection

- Log on to the **CSUF homepage**, www.fullerton.edu
- At the **Portal Logon** and the bottom of the page, input your Campus-Wide ID number and pin number.
- Under **Quick Links** on your Student Portal page, click on **Career Center**.
- If you have never been to this page before, you may have to fill out a short form to access the database.
- Click on **Jobs**.
- Under the **Position Type** drop-down menu, select **Service-Learning**. Click **Search**.

Option Two: Find your own

If you found a site on your own and were offered to complete your service-learning hours there, great! Simply ask the agency or organization to register in our database on our website, www.fullerton.edu/cisl.



Registration for Service-Learning

Step Three: Complete Placement and Consent Forms

After you have contacted the agency or organization and been offered a service-learning position, ask for an orientation. Also, inform the site supervisor of the number of hours you need to complete for the semester.

Once you are **certain** the organization will accept you, log back onto CISL's website, <http://www.fullerton.edu/cisl> to complete the Placement and Consent forms.

- Click on the "**Placement**" link under "**Students**" or
- After you completed the registration form and clicked **Submit**, on the next screen, click on **Service-learning Placement Form**
- Complete all the information requested and click **Submit and Enroll** on the bottom of the screen. You may print the form by clicking "Ok" when the menu box pops up to prompt you. Otherwise, the form is automatically emailed to your professor when you click **Submit**
- The next screen will be the **Consent Form**. Complete the fields on this form.
- When you have finished, click the "**I Agree and finish process**" button at the bottom of the page.
- Confirm your **CWID** and **password** on the next page
- Print a copy for your records. A copy will also be emailed to your instructor.

What is Service-Learning?

Service-learning is a teaching methodology, which utilizes service experiences in the community as text for learning in the classroom. At Cal State Fullerton, students enrolled in service-learning courses engage in up to 40 hours of service per semester, to meet unmet community needs.

Need Assistance?

Visit Us: Langsdorf Hall 209
Monday-Friday 8am-5pm
Call Us: (714) 278-3746
Email Us: Internships_sl@fullerton.edu



Sign Up to Host Cal State Fullerton Students as Academic Interns and/ or Service-Learning Volunteers!

Now, signing up to host academic interns and service-learning volunteers from Cal State Fullerton can be done online! Visit the Center for Internships & Service-Learning website, www.fullerton.edu/cisl, read about academic internships and service-learning positions, and follow these simple steps.

Step 1: Registering Your Company/ Organization

- ⇒ Click on "Partners"
- ⇒ Learn about our services to you and click "Register and Post Positions"
- ⇒ Enter Titan Connection by clicking at the bottom of the page where it says, "To enter Titan Connection, click here."
- ⇒ Fill out the registration form completely in Titan Connection. Red asterisks indicate mandatory fields
- ⇒ Finally, click "Submit" at the bottom of the page.
- ⇒ Wait to receive an automatic email with a password

Step 2: Posting Academic Internship Positions or Service-Learning Positions

- ⇒ Within one to two business days, you will receive an automatic email with a password.
- ⇒ Return to above instructions to log back into Titan Connection
- ⇒ Click on **Sign in tab**
- ⇒ Login with the registered email address and the password that was emailed to you
- ⇒ Click on "Jobs & Internships" at the top of the screen
- ⇒ Click on "Add New"
- ⇒ Fill out the form completely. The "posting date" is the date the position will be posted and the "expiration date" is the date the position posting will taken off the website.
- ⇒ Under "position type", make sure you select, "academic internship," or "service-learning"

BENEFITS OF THE SYSTEM

- **It's free!** You can post your career opportunities, full, part-time, internships (credit and non-credit), service-learning and community service opportunities all in ONE location without any charges.
- **Access other services:** You may access and utilize services and support of the Career Center and the Center for Internships & Service-Learning.
- **Less work:** 1) You can retrieve past position postings from the archive folder to post new positions; 2) You may view resumes online or receive resumes via email.

ACADEMIC INTERNSHIPS VS. INTERNSHIPS

An **academic internship** gives students *academic credit* for their work at a job site, while an **internship** does not. Many Cal State Fullerton students must complete an academic internship to fulfill requirements for their major. The average number of hours that students must complete to obtain academic credit is 120-150 hours per semester. You may choose to post the position as an **internship AND academic internship**.

SERVICE-LEARNING

Service-learning is a teaching methodology which utilizes service experiences in the community as text for the classroom. Students become more capable of mastering the course material through their direct examination and participation of real life situations and needs. In most cases, students enrolled in service-learning courses have the option of participating in service-learning, by engaging in 10 to 40 hours of service (with the average being 20 hours) per semester, to meet unmet community needs.

NEED HELP?

The Center for Internships & Service-Learning is located at 800 State College Blvd, Langsdorf Hall 206, Fullerton, CA 92831.
Call Us: (714) 278-3746; Email Us: Internships_sl@fullerton.edu