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

The supervised **teaching internship** (on campus) 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 wish to enter the teaching field at the college level. Internships must be completed only during the Fall or Spring semesters with a communications professor for a specific class.

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

1. Complete the **Request to Enroll in Teaching Internship** form (below). Attach your approved Study Plan that lists COMM 595 and your up-to-date résumé to the application. Submit it 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.
2. Identify a faculty supervisor. Professors teaching any undergraduate concentration may serve as your supervisor, but you should choose faculty who are teaching courses relevant to your own plan of study and in which you have expertise.
3. Complete the **Internship Verification and Statement of Teaching Responsibilities** form, which describes your expected planning, teaching and grading responsibilities. Submit it 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.
4. Write three one- to two-page progress reports that outline your responsibilities and the work that you have accomplished during the month. Each report must be signed by your faculty supervisor and is due to the graduate advisor by the last day of the month during the semester in which you are completing the internship. File each report with the COMM Office, CP-400, or e-mail it to the graduate secretary with a copy to the graduate advisor.
5. Complete a teaching internship orientation with your faculty supervisor.
6. Complete a **minimum of 175 hours** of supervised teaching-related activities.
7. During the last month of the semester, prepare a five- to eight-page final report that includes a) a thorough description of your responsibilities, b) a short narrative of how the internship experience expanded your understanding of classroom preparation and teaching activities, and c) a teaching philosophy that was generated from the experience. The final report must be filed **before the scheduled final exam** for class you are assisting.
8. Your faculty supervisor must send a one-page evaluation of your performance to the COMM Office (CP-400) 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.

REQUEST TO ENROLL IN TEACHING INTERNSHIP COMM 595

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

Student Name: _____   **CWID:** _____

Student E-Mail: _____   **Today's Date:** _____

Student Phone: _____   **Semester Year:** _____

Spring ❑   Fall ❑

Current Grade Point Average: _____

Area of teaching proficiency:

Approved Study Plan Attached ❑

Résumé Attached ❑   _____

APPROVED _____   Date: _____
Graduate Advisor Signature

Department of Communications
California State University, Fullerton
VERIFICATION OF INTERNSHIP & STATEMENT OF TEACHING RESPONSIBILITIES
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: _____   **Supervising Faculty Member:**

Teaching Responsibilities Begin (Month/Day/Year)**:**   _____

_____   **Course Number: COMM**_____

Course Title:

_____

Briefly describe your internship responsibilities and the anticipated percentage of the total time you will devote to each activity below:

Planning Activities   (_____%)

_____

_____

Teaching Assignment(s)   (_____%)

_____

_____

Evaluation Activities   (_____%)

_____

_____

I understand the policies and regulations governing the COMM 595 Internship course. I am aware that I must complete a minimum of 175 hours in teaching-related activities and turn periodic progress reports signed by my teaching 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, as well as the final report and my faculty supervisor's performance evaluation before the end of finals week during the semester in which I am enrolled.

_____   Date: _____
Student Signature

APPROVED _____   Date: _____
Faculty Supervisor Signature

APPROVED _____   Date: _____
Graduate Advisor Signature

Rev. 5-29-08