

INTERNSHIP PROCESS
School of Humanities and Social Sciences
Communication Studies

Undergoing the process of locating, applying for, receiving and undertaking an internship is a requirement for graduation in any of the programs in SHSS. This document outlines the timeline and steps to follow for the process. The process should start *early* in the semester before the student wishes to do the internship (eg January for a summer internship). Most internships are conducted the summer of the junior year at AUI. The schedule of deadlines for each of these steps for any given semester is outlined in the **Internship Packet**.

To do Before the Intership

1. First, in conjunction with the student's academic advisor, the student **must** submit an initial form of intent (eg January for summer) to the internship coordinator for SHSS.
2. Then the hardest part happens—the student must 'find an internship'; though the internship advisor for the Communication program or the student's academic advisor may be able to help in identifying possible organizations or companies to contact, the student must undertake this responsibility him/herself. The student needs to contact an organization/company and establish phone/in person contact.
3. Once the organization agrees to host the student as an intern for a minimum of 6 weeks, the student needs to write and submit an internship proposal (usually in early March. For more information on general formats for proposals, see: <http://members.dca.net/areid/proposal.htm>).
The proposal should contain:
 - a. The internship site and why that choice
 - b. The skills and knowledge the student thinks his/her education at AUI has provided for the internship
 - c. The skills and knowledge the student thinks his/her internship can add
 - d. How the internship can assist the student in his/her future education/career (though many don't know how it will help them and may not have provided this part)
4. Once the proposal has been submitted, we in Communication ask the students to write a 'follow up letter' (usually in French) in which the student thanks the contact and verifies details of the internship and informs the contact about the Contract which will be sent to them by the Dean's office.
5. The contract must be signed **before** leaving AUI to begin the internship. Register for INT4300 for the following semester (fall for summer internship).

During the Internship

1. Journal: Keep a daily journal of your activities and/or your observations/reflections. The journal will help you write the formal written report. This will be submitted at the end as part of your final grade. See attached document on Journal keeping for specifics.
2. Stay in contact: keep in touch with your internship supervisor, especially if you feel you are having problems. Initially, send feedback by the end of the first 2 weeks and see what level of contact your supervisor finds suitable.

After the Internship

1. Send a letter of thanks to your organization.
2. Finalize the journal for submittal
3. Prepare your Written Report (of 15-20 pages in length) that will cover the following:
 - a.) What did you do during your internship
 - b.) What did you learn – what new skills, points of view, etc did the organization provide you
 - c.) What did your courses and activities at AUI provide you with as background, problem solving, skills, etc while in your internship

The written report is due by the middle of the first month of the following semester (semester you register for INT 4300). If you do your internship Summer 2005, the full draft of the report is due by the week of September 12 to 16 (**no later than September 23**). Students **must** bring their **internship journal**, a **detailed outline** or a **rough draft** to go over with their **academic advisors** and **internship chairs** the **first week** of classes (August 30 to September 2).

Academic Advisors will be assigning the **grade** for the internship journals by the end of the **first week of the semester**.

4. Contact Academic Advisors and Internship Chairs the **first week** of the semester and have **all** the needed materials ready (journal, portfolio if you have one, etc). Please remember the journal is **required** and is submitted with the written report as part of your final grade for INT 4300.
5. Oral Interview (20-30 minutes in length): The major goal of the interview is to get feedback from you about the internship experience and the organizations itself. You should be prepared to answer questions such as:
 - How did you decide what organization/business to approach?
 - What were your expectations for the internship? Were these expectations met?
 - What advice would you give peers about the internship process?
6. Report from the Organization: In addition to student's own written report and interview, we will receive a report from the organization. The report is asked to be a candid evaluation of the student's performance as an intern. This report is also included in the final grade reported for INT 4300.

Graded Parts of INS 4300 :

Internship journal 25%

Internship written report 25%

Internship interview 25%

Evaluation of internship by the organization 25%

Please remember that INT 4300 is taken for a grade and not pass/fail.