University of Toledo College of Arts & Letters Dept. of Communication

COMM 4940 Communication Internship

All Semesters

Assigned Faculty Beanor Kostecki, <u>eleanor.kostecki@gmail.com</u>, Rocket Hall 1416 Office Hours: Any day by appointment

Class Meeting Dates & Times

Internship students will meet as a class <u>only</u> on the first and last day of the semester. The first day is to review the required paperwork and assignments. The last day is for students to share their internship experiences. The remain Students will earn credit for a grade of PS and will not earn credit with a grade of NC. Grade will be determined based on completion of internship experience hours, written assignments, and internship supervisor sfeedback on uring the internship experience.

Assignment Instructions & Due Dates

Students will participate in their internship experience plus complete the required Internship Assignments described below. Submit assignments on Blackboard or submitted to COMM 4940 assigned faculty. See Blackboard for forms and additional guidance for completing assignments.

Internship Agreement form: Due 1st week of the semester or Internship.

Thank-you Notes: Due 14th week of the semester or at the end of the Internship Submit sample of thank-you note. See guidance post on Blackboard for writing thank-you notes. Send thank you notes to your supervisor and any other appropriate staff expressing your gratitude for their support and guidance during your internship experience. A handwritten note is preferable, but an email will suffice. If you completed your internship in a previous semester, send a followcopy of your updated resume. For networking purposes, keep in contact with your former internship contacts.

Documentation of Internship Hours: Due 15th week of the semester or at the end of Internship. Documentation of internship hours must be signed by the internship supervisor. You may use the UT or a self-created record of your

hours. Record your hours and description of tasks weekly.

Mock Interview (optional)

Take full advantage of the services provided by UT Career Services and schedule a video-taped Mock Interview

Presentation (optional)

You may also be asked to give a presentation on your internship to students and/or faculty and staff. The COMM Dept. Internship Faculty will contact you to schedule a presentation.

UT Policies apply to the Internship site

UT Policies apply to your internship experience. If you experience an unsafe work environment, a hostile work environment, sexual harassment, discrimination, or any other problems please contact the COMM 4940 Faculty immediately.

UNIVERSITY POLICIES*

Academic Accommodations*

The University of Toledo embraces the inclusion of students with disabilities. We are committed to ensuring equal opportunity and seamless access for full participation in all courses. For students who have an accommodationibAa 11.04 Tf1 0 0 1 72.024 237.29 3 BDC q0.00000912 0 6.41 I 0 612 792 reW* nBT/F2 11.04 Tf1 0 0 1 7

You can call 419.530.2497 during regular business hours and 419.530.3431 for 24 hour assistance from a trained advocate. Inperson, walk-in appointments are also available Monday-Thursday from 8:30 a.m. to 5 p.m. The Center for Student Advocacy and Wellness provides free and confidential advocacy and counseling services to students, faculty and staff. The YWCA H.O.P.E. Center also can be accessed as an off-campus confidential resource at 419.241.7273.