

**Department of Communication
MIC Internship Application
CMST 6970: Professional Internship**

Student Name: _____

Address: _____

Phone: _____

Cell: _____

Email: _____

Program Description: The MIC internship is an application of communication, marketing and writing skills, theories and practice within organizational settings. Weekly meetings with faculty supervisor and/or supervisor of the employing organization are required. Weekly field work is typically 15 to 20 hours, with the student completing between 250 and 300 hours of field work during a normal, 15-week term.

Finding an Internship: It is the student's responsibility to establish the internship. This includes, but is not limited to, primary inquiry with the proposed organization, interview, and training. There are several ways a student may establish an internship:

- Some internships are created by a sponsoring organization – the potential internship employer contacts the department with a proposal for an intern. Once approved by the faculty, students will then be invited to apply.
- Some internships might be available through Youngstown State University. If you cannot find an internship at YSU, please discuss this option with the department chair.
- Most internships opportunities are discovered by students themselves. Sometimes the subject emerges in conversation with a possible employer; sometimes the student makes systematic inquiries until such an employer is identified.

In each case, this application must be completed and filed with the Department of Communication **before** a permit to register will be administered. A copy of the completed internship application form will be forwarded to the employer once all signatures are obtained, permission is granted, and the student has registered for the course. Additionally, a copy of the internship syllabus will be forwarded to the employer.

PLEASE NOTE: There are two components to the MIC internship: 1) the Academic Project and 2) the Work Project. Requirements for completion of the **ACADEMIC PROJECT** are outlined in the internship syllabus. Please consult the MIC internship coordinator about these requirements and to obtain a copy of the internship syllabus. Requirements for the **WORK PROJECT** (on the back) are established by the employer.

WORK PROJECT

In this space, the employer should outline the work project. The employer should describe the specific project, study, and/or other work associated with the proposed internship. Include the beginning and ending date, estimated hours to be worked (weekly and semester), and product(s)/service(s) to be delivered to the employer (and the employer's clientele). Indicate some method by which the employer will be able to know the project/service is complete.

Use extra paper if necessary.

EMPLOYER AGREEMENT

I agree to permit and support this internship and to extend to it whatever institutional resources that may be required in order to facilitate its timely and proper completion. I also agree in the case of serious performance shortcomings on the part of the student, I will communicate with the MIC internship director in a good faith effort to maximize the academic and institutional benefits of this internship. I also agree to submit an evaluation of the student's performance to the MIC internship director by the specified date.

Employer signature: _____ Date: _____

Employer name (printed): _____

Name of Organization: _____

Address: _____

Phone: _____

Email: _____