

# Communication Arts Internship Program

In order to be eligible for an internship, students need to:

## Meet the following criteria

- Hold a minimum GPA of 3.0 in their Communication Arts courses (not their overall GPA).
- Be in their second semester junior or senior year with at least 24 credits in Comm. Arts courses completed.
- Previous work experience cannot be applied.
- A current job can be used\*
- Students can register up-to two semesters for a total of 6 credit hours (3 credit hours EACH semester). Typically, a three credit internship is 12-15 hours per week for a 16-week semester or 160 to 240 hours.

## Submit the following documents

Complete the required 3 steps (form, application and supervisor letter) under **APPLY ONLINE** at:

<https://communication.fiu.edu/internship-program-apply-online/>

### **Course Registration:**

Once the employer's statement of job description containing your schedule of hours, your summary of how the internship relates to your degree and the Internship Application are submitted and approved, you will receive an email with the permission number to register for the class (COM4940).

### **Once registered in COM4940:**

After registering for COM4940, you need to log into Blackboard. COM4940 students will submit internship course assignments through Blackboard.

\*If you are using your current job, you will need to request your supervisor(s) to be assigned a special/new project related to communication to be completed in one or two semesters.

For the complete application, visit: <https://communication.fiu.edu/internship-program-apply-online/>

**Rules for Internships Following the Recommendations of the Faculty in the FIU Department of Communication- Communication Arts Majors**

1. Internship courses are offered only as electives and do not replace courses required for graduation.
2. Internship courses are to be coordinated by a full-time faculty member in the Department.
3. The firms providing the internships work with the coordinating faculty member to determine which tasks the interns are working on.
4. Students taking the internship course are required to keep a weekly journal/blog of their internship experiences that is made accessible to the coordinator.
5. Intern supervisor in the firm is required to provide a mid-semester and an end-of-semester letter with an evaluation of the student's work and explanation of the projects they worked on.

Faculty Advisor: Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Student: Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

Supervisor: Print Name \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_