FIU | Communication

College of Communication, Architecture + The Arts

Department of Communication

Internship Program

General Guidelines:

• The internship can be a 1 up to a 3-credit course, the student must register for COM 4940 and registration must occur prior to the end of the drop/add period.

• An internship is a major commitment requiring the student to work 100 hours per semester.

• The PRAAC internship is not a requirement for graduation; it is optional although highly recommended.

• An internship may be done more than once but each time the student must register for COM 4940 and must obtain permission of the faculty internship advisor.

• The student will do an internship in a host organization where he/she is not presently, and has not previously been employed. Exceptions to this must be a bona fide new experience and with the consent of the chairperson.

• Although welcomed, compensation for work done during the internship is not a requirement.

• Internship courses are offered only as electives and do not replace courses for graduation

• The firms providing the internship works with the coordinating faculty member to determine which tasks the interns are working on

• Intern supervisors are required to provide a mid-semester and end-of-semester evaluation regarding the student's work

Requirements:

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

Meet the following criteria:	Submit the following documents:
 • Hold a minimum GPA of 3.0 in their Communication courses • Be in their junior or senior year • Previous work experience cannot be applied • A current job can be used (If you are using your current job, you will need to request your supervisor(s) to be assigned a special or new project related to communication to be completed in one or two semesters • Students can register for two semesters for a total of 6 credit hours (3 credit hours each semester)	 • 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 next steps for enrollment into COM 4940.

After registering for COM 4940, you will need to log into Canvas. COM 4940 students will submit internship course assignments through Canvas.

Internship Contract:

Signed By:

Student _____ Date _____

Host Supervisor _____Date _____