

COMM 390: INTERNSHIP IN COMMUNICATION

WHAT EXACTLY IS COMM 390?

All Communication majors are required to complete COMM 390: Internship in Communication during their junior or senior years.

- You may take either a 1 or 2 credit internship
- One credit internship = 150 hours
- Two credit internship = 300 hours
- You may do variations of these credit options: 1.25, 1.5, and 1.75

You will register for COMM 390 just as you do any course. Because students sign up for courses well in advance, you may not officially have secured the internship at the point in time you are adding it to your upcoming schedule. This is O.K.; details will be added to your transcript once the internship is officially secured.

COMM 390 is a formal academic course.

You will have an Instructor.

- Your instructor is Danielle Kelly, Internship Specialist for the Creative Arts and Communication Pathway.

You will have an Internship Site Supervisor

- This is the point person on-site at your internship.

You will develop a Learning Plan

- Created in consultation with your Internship Site Supervisor
- A plan thinking through your educational and professional goals for the internship

In addition to the work performed on-site at your internship, you will complete coursework developed by Danielle Kelly; this course is held entirely online via Moodle. Internships are graded Pass/Fail.

You will complete actual assignments.

- 1) Weekly Reflection Essay and Declaration of Hours
300 words reflection on your week; listing of hours worked for week
- 2) Longer Mid-Term Reflection Essay,
Total Hours Worked
Mid-Term Evaluation
- 3) Final Evaluation
- 4) Final Portfolio & Project
Updated resume, cover letter, thank you letter,
updated LinkedIn profile, reflection paper and photos.

I'M READY TO START THE PROCESS, WHAT DO I DO?

Make sure you are on Handshake.

Handshake is like a college campus LinkedIn. It is used at over 500 colleges and by more than 200,000 employers. On Handshake you can

- Make an appointment with your Internship Specialist/Pathway Leader
- View and RSVP for upcoming events
- Find internships (as well as jobs) using powerful search tools
- Connect with employers
- Receive personal job and internship recommendations based on your interests, skills, major, location preferences and search history

Current students already have an account. Log in using your Lake Forest College credentials. Visit [lakeforest.joinhandshake.com](https://www.lakeforest.edu/careers/internships/for-credit-internships/) to complete your profile!

Fill out the For-Credit Internship Interest Survey

<https://www.lakeforest.edu/careers/internships/for-credit-internships/>

- This document goes to Danielle Kelly and lets her know what types of internships/careers interest you and that you are ready to start discussing internships.

Set up a meeting with Danielle Kelly (Internship Specialist/Pathway Leader) as soon as possible. Email her at: dkelly@lakeforest.edu or make an appointment via Handshake.

WHAT HAPPENS AT THE MEETING WITH DANIELLE KELLY?

- You will discuss your interests and goals.
- You will be given the necessary information and guidelines to complete a resume, cover letter, and other application materials for an internship.
- You will learn how to search for internships.

WHAT DO I DO AFTER THE MEETING WITH DANIELLE KELLY?

- Come up with a list of communication internships you would like to apply to.
- Fine-tune your resume and devise cover letters individually tailored to each internship application.
- Keep your Internship Specialist/Pathway Leader Danielle Kelly informed of your progress; reach out to her if you need assistance.
- Send out A LOT of applications.

I THINK I HAVE POTENTIAL EMPLOYMENT, WHAT DO I DO NEXT?

1. Inform your Faculty Advisor of a potential internship opportunity.
2. Fill out the For-Credit Internship Application (provided by your Internship Specialist, Danielle Kelly).
3. The completed For-Credit Internship Application will be shared with your Communication Faculty Advisor electronically for approval.
4. Once you receive approval from CAC you are ready to begin the internship.
5. Complete all academic requirements while working at your internship - there is no retroactive credit.
6. Hours worked must be completed between the first and last day of the semester.

CAN I GET FINANCIAL AID?

- Up to \$2500 is available for students taking a for credit OR non-credit internship.
- Typical awards range from \$300-\$1000.
- Funding criteria
 - Financial Need
 - Candidate rating by recommenders
 - Educational benefit of internship
 - Clarity and quality of application
 - Quality of resume and strength of GPA
 - Prior funding received

**Please note that funding is limited and not guaranteed. Therefore it is strongly recommended that students budget for internship-related expenses and pursue additional funding sources.*

COMM 390: QUICK CHECKLIST

- Join Handshake
- Plan to begin search 3-9 months in advance and meet with Danielle Kelly
- Submit For-Credit Internship Interest Survey
- Meet with your Faculty Advisor
- Connect with your Internship Specialist to:
 - Go over resume and cover letter
 - Review former Lake Forest College student internship sites
 - Discuss developing your site list and plan
 - Talk about networking
- Conduct Internship search
- Receive offer letter with internship description and detailed outline of duties
- Review internship opportunity with Faculty Advisor
- Alert Internship Specialist and complete the For-Credit Internship Application