

Information for Internship Host

Host Supervisor

This section is set up to provide you with the information that will guide you through the process of this internship program. In the course of the internship, please:

- Ensure that the intern completes the minimum number of hours for the number of credits for which the student has applied (150 hours = 3 credits, 300 hours = 6 credits, 450 hours = 9 credits).
- Complete and send Internship Evaluation for the intern by the deadline indicated in the letter from the instructor.
- Communicate any comments / suggestions you might have regarding the internship program to the Internship Coordinator at VSU.

Intern's course requirements

Depending whether the intern is a Junior or Senior, he or she is expected to complete the following requirements to earn credit(s).

3 Credits (COMM 3670 and COMM 4670):

- A minimum of 150 hours worked.
- A brief description of the internship site and responsibilities.
- Updates on the internship.
- An updated resume including the internship experience.
- A portfolio written on their experience in the internship
- An evaluation from the internship supervisor.

Internship supervisor guidelines for evaluating interns

The students enrolled in the internship program are evaluated and graded on the successful completion of the course requirements. Each student is required to write assignments that help her or him to reflect on the experience in the internship as it relates to what has been learned and what the student wants to learn about an area of Communication.

The internship supervisor completes an evaluation that helps the student understand her or his performance during the internship. The supervisor does not assign the course grade but plays an important role in helping the student understand their the interns strengths and areas for improvement. The intern needs (and appreciates) detailed feedback about her or his performance from the internship supervisor. The Communication Arts Department also needs to know that the intern completed at least the minimum required hours. Should

the situation warrant, the internship supervisor should make clear to the Department of Communication Arts Internship Coordinator what comments can and cannot be shared with the intern.

We would also like any comments on what to continue and what to improve about the internship program.

Letter of evaluation guidelines

The letter of evaluation should address the following questions:

- Did the student work at least 100 hours at the internship site? How many total?
- What are the strengths of the student's performance in the internship?
- What are the weaknesses of the student's performance in the internship?
- What specific contributions did the student make to the work environment?
- What suggestions do you have for the student about their future employment?
- What projections do you make about the student's career?
- As an internship supervisor, what comments do you have about participating in the Internship experience?
- As an internship supervisor, what suggestions do you have for working together with the Rutgers' Communication Department to make the Internship experience valuable for all involved?

The internship coordinator must be able to verify the authenticity of the letter.

Please prepare the evaluation letter on letter head and sign. Please provide the intern with a copy of the letter so that they receive feedback on their performance.

Send the evaluation to:

dr. linda pysher jurczak
Speech Communication Internship Coordinator
Department of Communication Arts
Valdosta State University
1500 N. Patterson Street
Valdosta, GA 31698