

OHIO UNIVERSITY
SCHOOL OF COMMUNICATION STUDIES
COMS 496ABC GUIDELINES

Step One: Obtaining an Internship and Securing Approval

Obtain an internship in the local area where you will be working a minimum of 8 hours per week for the 10-week quarter. This internship will need to be approved by me. Approval will be based on a written contract between you and the internship supervisor in the sponsoring organization. See me for the internship contract form.

Step Two: Registration

See me for a pink slip to register for COMS 496A, B, or C credit. (A is for Health Communication, B is for Organizational Communication, and C is for Communication and Public Advocacy.) The number of credit hours is 4. You must have junior or senior rank to register.

Step Three: The Internship

The most important thing for you to remember during this internship is to act professionally at all times, and to exceed the expectations of your sponsor in all instances.

As you are living your internship experience, I suggest keeping a journal of the experiences that you are having, and the tasks that you are accomplishing. Also, reflect on your own performance so that you can provide a written critique at the end of the experience.

Step Four: Portfolio and Sponsor Evaluation

You will produce a portfolio that provides samples of your work that touch on the following undergraduate student competencies¹:

1. General Communication Skills
2. Critical Thinking Skills
3. Oral Communication Skills
4. Written Communication Skills
5. Information Retrieval and Processing Skills

I will provide you with a copy of the Core Competencies if you need it. Half of your grade will be based on the quality of the portfolio you will assemble. Completeness, quality of writing, quality of examples, and professionalism will be the main criteria, in addition to the extent to which you expended energy to improve your skills in each of the five areas. The portfolio counts for 50% of your grade.

The remaining 50% of your grade is based on an evaluation completed by the supervisor of your work during the quarter. I will provide you with this evaluation form, and you will need to have it returned to me during finals week. Your final grade will be a letter grade (not pass/fail).

¹ See the document titled “Core Competencies.”