

COMM 483 – Internship in Communication

Department of Communication
1 University Drive, 233 Stillwell Building
Western Carolina University, Cullowhee, North Carolina 28723

Student Information

Name of student intern: _____

Student telephone number: _____

Student email: _____

Student emergency contact: _____ Phone _____

Employer's Internship Description

Company Name: _____

Address: _____

Phone: _____

Direct Supervisor: _____

Title: _____

Phone: _____ Email: _____

Human Resources Representative: _____

Title: _____

Phone: _____ Email: _____

Required Student Qualifications (Major, GPA requirement, required skills, etc.)

Student Duties and Responsibilities During the Internship

To meet the academic course requirements of COMM 483 the student is required to be engaged in a professional learning experience for 150 hours to receive three hours of university credit.

Number of hours each week _____ for _____ weeks

Please list the major responsibilities the student will have and the percent of time he/she will be involved in that activity.

1. _____

Percent of internship _____

2. _____

Percent of internship _____

3. _____

Percent of internship _____

4. _____

Percent of internship _____

Please identify possible materials that the student could include in his/her professional portfolio as a result of this internship experience.

Will the student participate in formal training? Yes _____ No _____

If yes, describe the type and length of training. _____

If no, describe any alternate training or professional development experiences.
