

DEPARTMENT OF COMMUNICATION

College of Agriculture and Life Sciences
Cornell University

Internship Interest Form

Any questions regarding internships should be directed to Andrea Poag, Undergraduate Program Coordinator, Kennedy 334A or alp232.
Or Jodi Cohen, Communication Internship Coordinator, Jodi R Cohen jrc442@cornell.edu

Name:	Cornell ID#:	Date:
Net ID:	Phone:	Advisor:
Are you a Communication Major? Yes / No	Are you a Communication Declared Minor?	
Anticipated Graduation (semester/year):	Major Advisor:	
Do you need a good standing letter for the company? Yes / No	Where should the letter be sent? (email preferred)	

Requirements to earn credit for an internship

- Internship must be a communication-related field.
- All internships for credit must be approved before you can start the internship.
- The internship is offered for 1-credit and will count toward your overall credits needed to graduate. Students can repeat the credit once if they complete an additional internship. *(this course does not count towards the minor or major)*
- Students must enroll COMM 4960 during the semester in which they complete the internship. If the student is completing the internship in the summer or winter, the *Internship Interest Form* and the *Learning Contract* must be completed during the summer or winter however they will enroll in COMM 4960 in the next long semester.
- Students must complete a minimum of 60 hours of on-the-job work; the number of work hours beyond 60 is left to the discretion of the intern and their supervisor.
- An E-portfolio is required linking communication theory to the practical work experience that is gained through the internship.
- A final *Supervisor Evaluation* is due at the completion of the internship. *(see deadlines below)*
- Internships are graded on an S/U basis only.
- Communication internships are only open to Communication Majors and declared Communication Minors.
- Internships will not be added after the normal CALS add deadline.

Enrollment Process

- Part 1:** Meet with Jodi Cohen, Communication Internship Coordinator to receive approval for your internship.
- Part 2:** Complete the ***Internship Interest Form***. (return to Andrea Poag)
- Part 3:** Enroll through DUST in COMM 4960 (1-credit, Supervised by Jodi Cohen, S/U and two or three sentences about your internship).
- Part 4:** Complete ***The Learning Contract*** prior to the beginning of the internship.
- Part 5:** The ***E-portfolio*** and ***Supervisor Evaluation*** are due based on the chart below:
- Summer Internships: Friday before Fall Break
 - Winter Internships: Friday before Spring Break
 - Fall or Spring Semester Internships: Final day of classes for the semester

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Academic Component to the Communication Internship Credit (4960)

Create an e-portfolio, which serves as evidence of what you learned in your internship and may be helpful to you when applying for jobs. The e-portfolio is a creative process (you do not have to limit yourself to essays but may include audio, video, photos, and diagrams) that reflects on what you have accomplished and convinces its readers that you have learned new ideas and skills. The format for the portfolio is flexible but must include the following information. **It should be between 8 & 10 slides/pages.**

1. Describe your responsibilities as an intern. Use “verbs” as these are most effective in interviews and on resumes. EG: I “contacted” potential clients; I “designed”; I “organized.”
2. Discuss/Describe/Illustrate a project or projects you worked on, including the outcome(s).
3. Reflect on your strengths and weaknesses in carrying out your responsibilities.

Deadlines

Summer Internships

E-portfolio and Supervisor Evaluation Deadline: Friday before Fall Break

Winter Internships

E-portfolio and Supervisor Evaluation Deadline: Friday before Spring Break

Fall or Spring Semester Internships

E-portfolio and Supervisor Evaluation Deadline: Final day of classes for the semester

Completed Documents should be sent to Jodi Cohen at JRC442@cornell.edu and Andrea

Poag alp232@cornell.edu

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Internship Learning Contract

Please return completed form to 336 Kennedy Hall (or email to: Andrea Poag at alp232@cornell.edu)

Student's Name:	Comm Major or Minor: <input type="checkbox"/> Major <input type="checkbox"/> Minor	
Email:	Date:	Net ID:
Academic Advisor:	Phone:	
Company Name:		
Address:		
Student's Supervisor:	Title:	
Email and/of Phone:	Period of Internship:	

Description of Internship (to be completed by the supervisor)

Please explain briefly the duties that the student will be completing as part of this internship.

Duty 2: % of time allotted: _____

Duty 3: % of time allotted: _____

Duty 3: % of time allotted: _____

Duty 4: % of time allotted: _____

Academic background required by employer:

Skills required by employer:

What is the highest level task you expect the intern to do by the end of the internship?

Number of interns included in your program each year: Compensation:

Supervisor Signature: Date:

Supervisor Comments: