



Department of Media & Communication Policy on Internships

Introduction:

This policy supplements the College's policy on internships, which is detailed in the booklet, *Muhlenberg College Internships: A Guide for Students, Faculty and Site Supervisors*. Media & Communication majors are responsible to both college and departmental policies. In allowing students to receive college credit for internship experiences, the Department of Media & Communication has a responsibility to its majors; however, it also incurs a responsibility to the off-campus sites and site supervisors that provide students with internship opportunities. Students who participate in internships do so with the understanding that the needs of the organizations in which they serve are as important as their own needs for pre-professional development. Students represent the college and the department when they participate in off-campus internship experiences. For this reason, only students who have departmental approval may register for internships. Moreover, the department must pre-approve all site placements.

The following specific rules also apply to Media & Communication internships:

1. Internships are pursued for one course unit (ordinarily 150-175 hours at site).
2. Internships may be on or off campus.
3. The internship is graded pass/fail.
4. Students may enroll in internships more than once for credit.
5. Students must be at least rising juniors to qualify for enrollment, having earned a minimum of 16 course units.
6. Students who wish to enroll must have a grade point average within the major of at least 2.0 or higher.
7. Students on academic probation or academic warning cannot enroll.
8. A member of the Media & Communication Faculty will serve as the faculty supervisor of internships. All arrangements for internships must be approved by that faculty member, who will also serve as the instructor for the internship. There is a special registration form for internships to be obtained either from the Office of the Registrar or online via the Media & Communication Department

website. The faculty supervisor, the student's academic advisor, and the site supervisor must sign this registration form. You cannot register until these forms are completed. You must, however, meet the college's deadlines for dropping and adding courses during the semester in which you are enrolling for an internship.

9. Students cannot 'quit' an internship. If there are difficulties on site, the student should attempt to resolve these difficulties in a mature, responsible and professional way directly with his or her site supervisor. If such efforts fail, then the student should arrange a meeting with the Media & Communication Department internship supervisor to discuss the matter.
10. Students can be 'fired' from an internship for failing to meet their obligations. In such an extraordinary event, the Media & Communication Department internship supervisor will investigate the situation to try to determine if the site supervisor had cause for this action. The student will have ten days after the dismissal from the site to represent his or her explanation, in writing, to the faculty supervisor. After reviewing the situation, the faculty supervisor will consult with the Department Head and the Dean of the College for Students, regarding further action. If the student fails to provide a written explanation within a ten-day period, the student will receive an 'F' for the internship.
11. Students are responsible for completing all academic work required by the faculty supervisor of internships, and for meeting the deadlines the faculty supervisor sets for submission of that work. The academic work required for the internship is indicated in the syllabus accessible via the Media & Communication Department website.
12. The faculty member, not the site supervisor, grades internships. The academic component of the internship constitutes a substantial proportion of the grade.
13. The site supervisor is expected to prepare two written evaluations of the student's performance on site: one at the mid-point of the internship and one at the end of the internship. Evaluation forms are in the booklet, *Internships: A guide for Students, Faculty and Site Supervisors*. The student is responsible for arranging to meet with the site supervisor to complete and discuss these evaluations and for ensuring that the evaluations are submitted to the faculty supervisor in a timely manner. Media & Communication majors typically receive very positive evaluations from their site supervisors (usually '4' or '5' on the 1-5 ordinal scale on the evaluation forms). Site supervisors' standards and understandings of the evaluation form may vary widely; for example, some may regard a '3' as a good score, while others may consider it a low score. It is, therefore, important that you urge your supervisor to fully complete the narrative assessment as well as the scale. This will help the faculty supervisor by seeking specific guidance about how they can improve their performance.

