



Steps in Researching and Registering for an Internship

1. Do your research. Consult written resources in the Media & Communication Office and Office of Career Planning and Development. Check the web. Talk to friends. Locate several possible sites that interest you. Read and follow the procedures outlined in the *Muhlenberg College Guide to Internships*.
2. Go to the Office of Career Development and Placement and have them assist you in creating your resume and cover letter.
3. In your cover letter, indicate that you will follow-up with a telephone call or an email in a week to ten days; then make that follow-up contact.
4. Try to schedule at least three internship interviews. Treat these interviews with the same professionalism that you would accord to a job interview.
5. If you receive an internship offer, and wish to accept it, be sure you have a thorough discussion of your responsibilities. The Learning Contact, which can be found in the internship booklet, is often a good tool for facilitating this conversation.
6. The Department of Media & Communication faculty internship supervisor must approve the site prior to enrollment.
7. To enroll in the Internship, you must get the appropriate form from the Office of the Registrar. This form must be signed by your site supervisor and by the faculty internship supervisor within the Department of Media & Communication.

Summer Internships:

To receive credit for a summer internship, you must enroll in the appropriate summer session course. This means you must pay tuition for one course unit. You do not need to be on-campus during the summer, but you do need to remain in contact with the faculty internship supervisor within the Department of Media & Communication. You will also need to complete the assigned academic work under faculty supervision.