Undergraduate Teaching Internship Program

Nature of the Program: Each semester outstanding undergraduates serve as teaching interns, assisting the primary instructor in a variety of courses. The nature of the intern's work varies with the type of course. In performance courses, interns frequently provide demonstration performances, work individually with students outside of class, critique video playbacks with the students, and give some brief lectures. In other kinds of classes interns may conduct in-class exercises, consult with students on research project, and/or give lectures.

Duties should be equivalent to the amount of work required for a typical three-hour course. Supervising instructor and interns should agree on duties prior to the student's enrolling in the program.

Restrictions on Duties: Interns may **not grade** the work of other undergraduates. Interns **may not be left in charge of a course in the absence of the instructor.** Interns should not be asked to perform primarily clerical tasks, though it is perfectly appropriate for such tasks to constitute part of their duties.

Credit: Interns receive three hours' credit in CMN 204 (Giorgio listed as instructor), but does not count as advanced hours.

Qualifications for the Program: To be accepted, students need to satisfy four qualifications:

- 3.0 overall GPA
- 3.5 GPA in courses taken in CMN (No minimum number of courses required)
- Junior standing (students do not need to be majors)
- Outstanding work in the course in which they intern (with signature of endorsing instructor)

Application Procedure: Instructors may invite students to intern. Instructors should tell interested students the qualifications required to avoid students being disappointed if they do not qualify. Students may also initiate the application procedure, but need an instructor to endorse their application.

Completed applications should be returned to the receptionist in 3001 Lincoln Hall. Within two weeks following receipt of the application, the applicant will receive notification of the outcome of the application process via email. CMN 204 does not close to successful applicants until the end of the period when undergraduates may add courses, so interns may enroll at any time that is appropriate.

Second Internships: Second internships are approved only when the hours earned go beyond those needed for graduation. Hours are then taken as an independent study.

Grading: Supervising instructors assign the final grade based on how well the interns discharged the agreed-upon duties. The course is not approved for plus/minus grading. The final grade must be forwarded to Grace Giorgio by reading day. Interns will be asked to write a 3-4 page paper in which they evaluate the course and their role in it.

Date received:_____

Placement:_____

Application for Undergraduate Teaching Internship
Department of Communication

Name:_____

UIN:_____

Campus mailing
address:_____

Campus phone:_____ Illinois Email Address:_____

Major:_____

Overall GPA:_____

GPA in Communication:_____

Year in school next term:_____

Have you had a teaching internship in this department before?_____

If so, with whom?_____

FIRST CHOICE OF COURSE FOR INTERNSHIP:

Course:_____

Instructor preference, if any:_____

ADDITIONAL COURSE(S) YOU WOULD BE WILLING TO INTERN IN:

Course:_____

Instructor preference, if any:_____

Signature of instructor who recommended you as an intern:

_____

Name Signature Date

Will this student intern for you? If so, which class?_____

Please list all courses you have taken in Communication. For courses in which you are currently enrolled, please indicate that the course is still in progress (IP) under grade.

Name of Course:	Instructor:	Grade: