

# DEPARTMENT OF COMMUNICATION Internship Program



COLLEGE OF LIBERAL ARTS & SCIENCES AT ILLINOIS



## Our Internship Program

provides Communication majors with resources for finding internships and assists you in earning optional academic credit for your experience.

### CONTACT INFO

comm-internships@illinois.edu  
(217) 333-4383

### WEBSITE

go.las.illinois.edu/UGCommIntern

### MOODLE

Communication Undergraduate  
Advising

CONNECT WITH US!  

## Work. Learn. Earn.



**Work** An internship puts you directly into the workplace while you're still in college. You develop your skills and acquire new ones. It's work, with all sorts of advantages.



**Learn** Expand your understanding of how communication works in a real organizational setting. Connect the dots between work you do and the course concepts you are studying.



**Earn** You have the option to earn course credit for your internship that counts toward your major. Also, many students find paid internships, so you can earn some cash as well.

## FAQS

### What is an internship?

An internship is a supervised onsite learning experience related to your communication studies and career interests.

### How is an internship different from a job, volunteer work, or community service?

An internship is based on an intentional learning agenda with educational goals and objectives. Your onsite supervisor acts as your learning guide throughout the internship and provides performance evaluations. The internship must be structured as a learning experience; the organization must follow criteria on internships established by the U.S. Department of Labor. That information will be provided to you and to your potential internship provider.



### If the internship is paid, is academic credit still available?

Yes!

# FAQS

## Who is eligible for credit?

Any Communication major who has secured a pre-approved internship is eligible. Communication minors are NOT eligible.



## What do you mean – “pre-approved”?

If you secure an internship and would like to earn academic credit for it, you must contact the Internship Program Director to propose your internship for credit. The Director will review your proposal and let you know if it's approved, and if so, how many credit hours you qualify for. The internship must be approved in advance of the semester in which you earn credit.



## I had an internship a few months ago. Does that mean I can't just submit it for credit?

That is correct. It must be approved before you begin to intern.

## How do you earn credit?

To earn course credit, you will complete CMN 304 (Communication Internship) concurrently with your internship. 50 percent of your grade is based on how well you do in CMN 304 and 50 percent is based on the grade your internship provider assigns you.

## What is CMN 304 like?

The vast majority of students take CMN 304 with the Internship Program Director. In this case, CMN 304 is an online course that consists of a variety of assignments that help you reflect on your internship experience and connect the concepts you learn in classes with what you are applying in the workplace. Typical assignments include journals, discussion forums with other students, brief midterm and final papers, a networking assignment, and compilation of final work samples. Assignments vary by credit hours.

## Do I HAVE to take CMN 304 this way?

No. You have the choice to work with another faculty member, as long as he/she agrees to sponsor you. That faculty member will determine assignments and grading. Again: it must be completed concurrently with your internship.

## How many credit hours can I earn?

In total, you have the potential to earn up to 6 credit hours in CMN 304 toward your Communication major! You can't exceed 3 hours for any given semester. The Internship Program Director will let you know how many hours your internship qualifies for.

## I have a great internship that runs for the entire school year. Can I earn credit both semesters for it?

Unfortunately no. It must be a different internship each time to earn credit. Our department wants you to get as much experience in as many different settings as you can.



## How many hours per week do interns usually work?

Interns typically work anywhere from 5 to 15 hours per week during the semester and 20 to 40 hours per week during the summer.

## Can I earn credit for a summer internship?

Absolutely! When you are approved in advance, you complete CMN 304 online over the summer (or with a faculty member of your choice) and receive credit for it in the Fall semester. In other words, the course appears on your Fall schedule, but you have already completed the work. Win-win!





# 6 REASONS WHY YOU SHOULD GET AN INTERNSHIP

1

## Strengthen your resume

The more experience and transferable skills you have on your resume, the more valuable you'll be to potential employers.

4

## Build a network

Networking is a fancy word that means relationships and contacts. The more you have, the better chance you have of finding jobs after graduation and advancing your career. Your network begins in college and internships are the best way to start building it.

2

## Real-life experience

An internship is a great way to take what you have learned in your courses and apply it to a real workplace, before you enter the job market.

5

## Try out different careers

Maybe you don't know what you want to do with your Communication degree. That's okay! Internships let you try out different career paths, roles, and types of organizations. It's better to narrow down your preferences while you're in college than make regrettable choices later.

3

## Find role models & mentors

Internships give you the chance to meet real professionals and business leaders. You will benefit from their experience and expertise in ways you will never forget. Likewise, you can show them how you can be a valuable team member and contributor.

6

## Get a job offer!

Yes, it happens. Many students like you have gotten job offers as a direct result of an internship. It's not guaranteed, of course, but many employers use internships as a way to recruit good employees. Do good work, get a good job!

# Getting started



## SEARCH FOR INTERNSHIP

- Read weekly email blasts from the Internship Program for the latest internship opportunities designed especially for Communication majors
- Search The Career Center's iLink for even more
- Set up a LinkedIn profile and use it
- Check company websites
- Review the FINDING INTERNSHIPS section on our Moodle page (Communication Undergraduate Advising) for more ideas

## APPLY & INTERVIEW

- Follow the application instructions provided by the internship provider
- Go to The Career Center for a mock interview to practice
- Secure the internship!



## PROPOSE YOUR INTERNSHIP FOR CREDIT

- Contact the Internship Program at [comm-internships@illinois.edu](mailto:comm-internships@illinois.edu) for a proposal form
- Complete and return the form, which will ask for the details of your internship and your educational goals
- If approved, the Internship Program Director will specify the number of credit hours you can earn

## COMPLETE THE INTERNSHIP AND COURSE

- Work hard on your internship!
- Your grade is based 50 percent on the evaluation by the on-site internship supervisor and 50 percent on the completion of academic assignments in CMN 304

