Interested in Internships?

A three-hour internship is required for Public Relations and Electronic Media majors; students may earn up to six hours. A four-hour internship is required for Political Communication majors; students may earn up to six hours. Communication majors may take an internship as elective credit.

All communication majors who want internship credit must have:
- Junior standing (60+ hours of completed coursework)
- A minimum GPA of 2.5 in the major
- Twelve hours of major coursework completed prior to the semester of the internship

In addition:
- Public Relations majors/minors also must have successfully completed COMM PR 3855 Public Relations Writing OR COMM J 2755 News Writing for Print Media prior to the semester of the internship.
- E-Media majors/minors also must have successfully completed COMM EM 1655 Introduction to Electronic Production prior to the semester of the internship.
- Journalism minors also must have successfully completed COMM J 2755 News Writing for Print Media prior to the semester of their internship.
- By being enrolled in the internship, please be aware that you will be charged tuition for the number of credit hours according to university registration guidelines.
- You will need to complete assignments associated with the internship, which is an academic course.

Find an Internship

Here are places to search:
- Look in the binder in the departmental office, Lang 326, marked “Internship Opportunities.” Some of these positions are also posted around 3rd floor in Lang.
- Contact Career Services at 102 Gilchrist. Use CareerLink to look at and apply for opportunities.
- Approach businesses that you are interested in about internship possibilities; many are open to the idea.
- Check out the new website that is linked to the departmental website www.uni.edu/commstudies.
- Follow us on Twitter https://twitter.com/UNICommInterns
- Follow the Facebook Group – UNI Communication Studies Internships

To become an approved internship, the opportunity must:
- Allow the creation of original works that can go in a portfolio (e.g., press releases, brochures, videos, news reels, training manuals, presentations, newsletters, event planning work, website pages). For this reason, many sales positions that involve the distribution of such materials will not work.
- Connect to your chosen major, even if it doesn’t perfectly line up with your future career goals. You are signing up for an academic course that fulfills required or elective major credits in communication, so your internship needs to reflect that fact. A list of skills/qualifications is available from the Internship Director. Use this as a guide to “match” your internship to your course number.
- Allow 50 work hours for every credit hour enrolled (3 Credit Hours = 150 Work Hours).

To become an approved internship, the opportunity must not:
- Take place where you have worked in the immediate past. Internships are intended to represent new learning experiences and involve you in the complete job search process. Therefore, internship credit is not given for current or past employment activities. Four main reasons explain this policy:
  - It looks great on a resume to have experiences from several different companies.
  - It may give you an unfair advantage in preparing your portfolio for examination.
  - Part of the learning experience should be about creating relationships with new people, processes, and ideas.
  - There is no way to guarantee that the internship would vary greatly from the tasks that you currently have at the company.

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Furthermore, internship credit is not granted retroactively for previous internships that you may have completed. There may be situations, however, where you may wish to intern in an organization where you are employed in another capacity. This may be done subject to the following guidelines:

- You obtain an internship in a department separate from the area where you are currently employed (OR)
- Your supervisor writes a letter to the Internship Director verifying your internship responsibilities are completely separate from your normally assigned duties.

Take place in organizations or departments where immediate family members are employed.

The Department of Communication Studies has also set out the follow rules regarding on-campus internships. Students may not:

- Intern for on-campus student organizations,
- Intern for the Northern Iowan,
- Intern for a faculty member in the Department of Communication Studies, or
- Intern for campus radio station (unless it is for KUNI).

Apply for Internship Credit

The process:

- Complete a departmental application form, available in the main office, Lang 326. If you want an electronic version, email the departmental Office Coordinator at donna.uhlenhopp@uni.edu.
  - Sign up for the correct number of hours (1-6). If the internship is required for your major, you need at least 3 credits. You must spend 50 hours on-site for every credit enrolled. For example, a 3-credit internship requires you to spend 150 total hours at the internship. Political Communication majors are required to have four-hour internship.
- Return the completed form (along with a current resume) to the main office or email to donna.uhlenhopp@uni.edu.
- Ask your supervisor to send a job description directly to the main office. This description can be mailed, faxed to 319-273-7356, or sent via email from the supervisor’s account to donna.uhlenhopp@uni.edu. This description cannot come from the student.
- Your completed file is reviewed by the Internship Director, possibly in consultation with the Department Head. If you are approved, the Office Coordinator will enroll you in the course. Nikki will set up an informational meeting at the beginning of the semester. There is nothing further to do until your internship and the semester begin.
- A notice of approval will be emailed to you at the address you provided on the application. The Internship Director will contact you when the semester begins. Check your email regularly.

Deadline

Don’t wait – apply today! The deadline to register for internship credit is the last day to add a full semester course. Therefore, you need to have your paperwork filed at least two days prior to the date. Having a hold on your account or needing an overload will cause a delay in registration. Please take care of these prior to submitting your application.

Fall 2015 – Friday, August 14
Spring 2016 – Monday, January 4
Summer 2016 – Monday, May 2

If you have any questions, please contact the Director of Internships:

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