Communications Program

 717-948-6202

Dear Student:

***Internship Requirements. Please Read Thoroughly and Carefully***

Congratulations! You have met or exceeded the internship eligibility standards and have been approved to register for and engage in this internship through Penn State Capital College. This memo and the attached Internship Evaluation Form explain what is required of you during your internship. There are several required components to your internship. Please take time to study this document carefully.

* **A Daily Journal:** Journal entries must be typed, singled spaced discussions or analyses of daily duties, tasks, or responsibilities you conduct at your internship site. Avoid simply explaining what you did or did not do each day. Successful journal entries are typically one-half to a full page of information and reflection. Journals are to be combined with an accurate time log of your work by both week and day, and copied and delivered to your internship. You will be evaluated on the comprehensive, progressive detail and personal assessment of your internship activities in your journals. Your final journal, as a month by month comprehensive document, will be turned in at the end of the semester. Remember, **DO NOT SUBMIT ONLY A SINGLE FINAL JOURNAL FOR ALL YOUR DAILY EXPERIENCES THROUGHOUT YOUR INTERNSHIP.**
* **Portfolio/Air Checks:** Where possible, you are required to record, document, or graphically illustrate proficiencies you develop during your internship. This may include, but is not limited to, articles, web site design, video recordings, audio recordings, news releases, newsletters, advertising, public relations activities, campaign plans, etc. When including recorded audio or visual material, corresponding explanation of content is necessary. Your portfolio should be produced at the highest level of quality possible as if you were presenting it to a prospective employer. Of course, some internship sites may restrict actual production of a portfolio. If this occurs, the intern is required to negotiate portfolio alternatives with the internship adviser.

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* **A Final Report:** This significant, comprehensive and detailed report must incorporate: 1) the level at which you believe you satisfied your internship learning objectives and goals; 2) a discussion of your professional growth as a result of the internship experience; 3) your strengths and weaknesses as you prepare for your career; and 4) how you will improve your professional abilities and what you feel might best suit your desires in any post-graduation career. You should also assess the internship organization and personnel with whom you interacted, as well as your observations of the operation of the organization.
* **On-Site Supervisor Evaluation:** In addition to any format the internship site utilizes in the reporting the final evaluation of the intern, the evaluation request attached to this packet must be detached and given to your on-site supervisor prior to the end of your internship. The supervisor must complete and sign the form, and mail or fax it directly to your internship faculty adviser at the end of your internship experience. It is the intern’s responsibility to assure the evaluation form is delivered to the site supervisor AND received by your internship faculty adviser.
* **Deadlines:** Journal entry copies are required on or before the 15th of each month during your internship, or in some other fashion as negotiated with the faculty adviser. All material should be delivered to your internship faculty adviser. The intern assumes the responsibility to retain a master copy of all work submitted to the internship faculty adviser, and to confirm the adviser’s receipt of all documentation.
* **Representation:** Finally, as an intern, you are formally representing Penn State Capital College, the School of Humanities, and your internship faculty adviser. Most importantly, you are representing yourself. Appropriate dress, interpersonal skills, and professional behavior are paramount considerations at all times during the internship event. Inappropriate action on your part which compromises your personal and professional integrity or the integrity and image of the University, department, and faculty, may result in your immediate removal from the internship location/course.

Cordially,

Your Faculty Advisor or Faculty Internship Superviser