

Monmouth College Communication Studies

COMM and PUBR Internships -- Check Sheet

Have you completed these steps (roughly) in this order??

- Determined your career direction (generally) and your internship learning goals?
- Met with your COMM faculty advisor and/or the COMM or PUBR Internship Coordinator to discuss plan?
- Created a well-designed, Internship Resume?

- Developed a plan to search for an internship location?
 - By networking with friends, teachers, family, etc.?
 - By creating a contact list of local organizations that do work in your areas of interest?
 - Perhaps, using an internet search, if needed?
 - Through "informational interviewing?"

- Drafted a cover letter (that can be adapted for different types of organizations) to accompany your resume when you send materials to possible sites?
- Submitted an application to the COMM Department to be approved for an internship you will do during the coming summer or semester (even if you don't yet have a site for the internship set)?

- Met with the COMM or PUBR Internship Coordinator to discuss details of the potential internship you have applied for or may be offered to see if they meet department expectations BEFORE accepting?
- Attended the required internship meeting prior to the end of the semester during which you applied?

- Developed a draft of your Internship Agreement (contract) once the site is set?
- Shared your draft agreement with the Internship coordinator BEFORE taking it to the internship site supervisor?
- Made revisions in the Internship Agreement based on feedback from the Internship Coordinator and the Internship Site Supervisor (and included all required contact information)?
- Made sure a completed and signed Internship Agreement has been received by the Internship Coordinator by the start of the internship (or no later than the first 10 days)?

- Kept track of your internship work hours and activities using the Internship Log form?
- Made contact with the Internship Coordinator every 2-3 weeks during the internship (face-to-face, by phone or by email) to report on what you have been doing and how the internship is going and alerting the Coordinator to any concerns or problems ASAP?

- Arranged for an evaluation meeting (or phone call) between yourself, your Internship Site Supervisor, and the Internship Coordinator near the end of the internship?
- Insured that the Internship Site Supervisor will sign-off on your work hours and will provide the Internship Coordinator with a completed internship Evaluation Form?

- Submitted, electronically, the required "Final Materials" to the Internship Coordinator by the due date?
- Arranged a final meeting with the Coordinator following submission of these materials?