

Preparing “Final Materials” for Completing an Internship in Communication Studies

Once a student has completed the required number of hours for the internship (at least 125 on-site hours for credit bearing internships or 80 hours approximately for approved but non-credit internships), the intern should prepare and submit to the internship Faculty Sponsor the following materials:

An Internship Portfolio. The “Portfolio” should be submitted in the form of an email message with electronic files containing the material listed below. Materials that cannot easily be made into electronic files can be submitted in a folder or notebook. Either way the “Internship Portfolio” should contain the following materials:

- A copy of a one paragraph **abstract** describing the internship formatted to match **descriptions posted** on the COMM department web site. *(This abstract must be submitted electronically to the COMM Internship Coordinator for use on the department’s web site even if a hardcopy is also provided.)*
- The signed **internship contract** approved at the start of the internship.
- A copy of the **internship log** listing work dates, brief daily task descriptions, and hours worked - by date.
- Any **materials the intern has created or worked on** during the internship (or descriptions of such materials where appropriate). Those items are ones in tangible form that the intern has been able to collect and which can be shared with the faculty sponsor. Such materials may be in the form of hardcopy or electronic files on CD or other format. They should be organized, labeled and described in ways that make clear what kind of work was accomplished during the internship.
- The **performance evaluation** form completed at the end of the internship by the student’s site supervisor. This evaluation may be submitted in hardcopy or the Internship Site Supervisors may submit the form by email directly to the faculty sponsor.
- A copy of a professionally written “**press release**” concerning the internship experience. *(This press release must be submitted electronically to the COMM Internship Coordinator for use on the department’s web site or for public distribution even if a hardcopy is also provided.)*

[Sample Press Release -Halpin](#) | **[Sample Press Release - Mier](#)**

- A "**Self Reflection and Evaluation Essay**" written by the intern following completion of the experience and containing the following sections:
 1. An overview of the internship experience highlighting the most significant activities during the experience.
 2. A review of the "learning goals" defined in the internship contract, assessing the degree to which each was accomplished (or not) and noting other kinds of learning experienced during the internship not included in the original learning goals.
 3. An evaluation of how COMM and Monmouth College courses and other experience helped prepare the student for the internship (or left the student under-prepared).
 4. A reflection section discussing personal outcomes from the internship. These outcomes should address such questions as:
 - * What did you learn about yourself during the internship?
 - * What have you discovered you are good at? Dislike? Need to improve upon?
 - * How did the internship change or reinforce your career goals? Personal goals?
- A "**Poster**" for public presentation of the internship experience must be submitted to the COMM Internship Coordinator. This poster should be viewed as the equivalent of the kinds of posters science majors use to present the results of their senior research projects. This poster may be used on Mentoring Day or Scholars day as a visual representation of the student intern's experience and should be designed to be clear as to what the internship was about and what was accomplished when it stands alone (say in a slide show) or to serve as a visual aid for conversations between the intern and interested parties.

The poster should be submitted as a single slide in the form of a PowerPoint file. While the format for the poster can vary depending on the nature of the experience and the student's preferences, the following elements often included: a title for the internship, the intern's name, the name and location of the internship site (sponsoring organization), the name and title of the internship site supervisor, on-site dates, a description (paragraph) of activities performed during the internship, a list of "learning outcomes," **photos** of the internship site, activities, or of the intern "in action."

- Create the poster as a **single slide** in a PowerPoint file with text arranged as needed in text boxes in the usual way that you construct your slides. Photos and other graphics from the internship are especially nice to include. Avoid overlapping objects--make sure that the text boxes and graphics boxes don't overlap.
- Choose Page Setup in PowerPoint (while viewing your slide). In Page Setup (Poster size is either 56" x 42" or 48" x 36")sSet width = 56 in. or 48 in. and set height = 42 in. or **36** in.
- Save the file and send it to me as a .ppt or .pptx file **DO NOT save and send it as a pdf file**. If necessary I will create a pdf file but it is a big pain for me to have to go to the COMM lab and convert a pdf file into a format that I can place in a PowerPoint slide show.
- Again, send it as a saved PowerPoint file (.ppt or .pptx) even though it is a single slide.

[Sample poster - Warren County Virtual Museum](#) | **[Sample Poster - WCVM](#)**