

# Internship Application Form

## Department Of Communication Studies

### Monmouth College

Before submitting this application you must discuss your internship plans and learning goals with a COMM Faculty member. By the beginning of the internship period eligible students will (1) have reached junior standing (59 hours) (2) be in good academic standing and (3) have completed a substantial portion of the major in CATA. Please submit this form to [Lee McGaan](#), COMM Internship Director. THIS FORM MUST BE TYPED AND SUBMITTED ELECTRONICALLY.

Student Name Joe COMM Faculty Advisor Trudi Peterson

Application Date March 15, 2010 Campus/local Phone 3999 Campus Box # 1904

Major(s) COMM Minor(s) English

Number of hours completed prior to start of current semester 79 Cumulative GPA 3.2

COMM/ Major GPA 3.4 Anticipated Graduation Date May 2011

For which term (Fall, Spring, Summer/ year) is an internship desired? Summer 2010

Brief work history (Please attach a resume): **See attached Internship Application [Resume](#)**

List of specific skills and abilities you possess that would be of interest to a placement site:

- **Experienced News Writer/Announcer, Two Years DJ Experience**
- **Familiar with Avid Video Editing Software, various audio editors, all Microsoft Office applications including PowerPoint and FrontPage, Microsoft Publisher, Quark Express**
- **Web Design Training and Experience**
- **Strong Writing Skills Grounded in Communication Theory**
- **Background in designing persuasive campaigns and training programs**
- **Energetic, Self-motivated, good people skills**

Have you previously had an internship through the Department of COMM? (yes or no) No

If "YES", when? \_\_\_\_\_ where? \_\_\_\_\_ Faculty Sponsors? \_\_\_\_\_

In what way would an internship enhance your studies here at Monmouth? What “learning goals” do you have for your internship?

**My primary reason for having an internship is career oriented. I want to determine if sales or marketing or advertising is the right job for me. A good internship for me would allow me to accomplish at least three or four of the following goals.**

- **Apply my class knowledge of persuasion and my WMCR experience in advertising to actual sales or marketing efforts in a working, professional office.**
- **Improve my persuasive (and other) writing skills.**
- **Further develop my abilities in print media layout and design.**
- **Develop an understanding of how sales or marketing or promotions professionals work on a day to day basis.**
- **Learn to use new kinds of software or expand my knowledge of software I have previously used such as Word, MS Publisher, MS FrontPage, etc.**
- **Have the chance to work on projects which will result in professional looking materials that will be useful in my portfolio and job search.**
- **Get to use my organizational and planning skills and demonstrate I can do that in the “real world.”**
- **Improve my interpersonal skills in dealing face-to-face with clients and/or the public.**
- **Begin “networking” for possible future employment contacts.**

What kind of site you would like for a potential internship?

**I want to complete an internship with an organization that engages in marketing a product, and/or deals with developing advertising and/or handles event planning and promotion. I would like to have the opportunity to work in a setting where there is considerable direct contact with the public or with other kinds of customers and where I can assist in developing print or other kinds of professional messages.**

Have you made any preliminary contacts with a potential site? **YES**

If “YES”, please provide the name, address and telephone number of your contact:

**Jane Doe, Director of Tourism  
Warren Convention and Visitors Bureau  
2963 E. Broadway  
Monmouth, IL 61462**

[visitwarren@maplecity.com](mailto:visitwarren@maplecity.com)

Name of the COMM Faculty member with whom you have discussed your internship plans: **Trudi Peterson and Lee McGaan**

Deliver to Lee McGaan, COMM Internship Director [by email](#)