

# UNIVERSITY *of* WEST FLORIDA

## High Impact Practices Communication Arts Internship Program Fall Faculty Forum August 19, 2014

### Internship Overview

The centralized internship program in the department of Communication Arts was established in 1992. During the past 22 years, over 1,100 students have interned in local, national, and global organizations. To qualify to intern, a student must be a senior and possess an overall 2.7 GPA. These requirements have resulted in 25-30% of interns offered permanent positions as a direct result of their internship.

### Internship Guidelines

To accomplish the objectives of the internship program, the student's training must be directly related to formal classroom instruction in the communication field. This is a mutually beneficial partnership between the student, the organization, and the department of Communication Arts.

### **Responsibilities of Internship Supervisor**

The UWF department of Communication Arts encourages the appointment of a well-qualified supervisor who oversees the intern and assumes responsibility for maintaining effective communication with the intern director. Specific duties performed by the internship supervisor:

- ✓ Interview qualified prospective interns for the position
- ✓ Provide a written outline of intern responsibilities with original signatures
- ✓ Confer with intern periodically about his/her progress in the internship
- ✓ Provide written evaluation of intern at mid-term and conclusion of semester
- ✓ Meet with the UWF intern director during an on-site visit to determine progress of intern

### **Responsibilities of Intern Director**

- ✓ Conduct intern orientation sessions
- ✓ Meet with prospective intern to discuss internship opportunities consistent with major
- ✓ Provide contact information for student to set up an interview with prospective supervisor
- ✓ Conduct group intern meetings twice during the semester
- ✓ Provide safety brochure and signed legal document
- ✓ Visit intern supervisor/student on-site
- ✓ Maintain records of interns in central location

### **Responsibilities of Student Intern**

- ✓ Attend intern orientation session
- ✓ Complete online internship application
- ✓ Update resume for review by Intern Director
- ✓ Meet with Intern Director to discuss prospective internship placements
- ✓ Interview for internship
- ✓ Sign internship agreement outlining duties and responsibilities
- ✓ Attend two group meetings during semester
- ✓ Write a weekly blog during the internship

Eileen Perrigo, M.Ed., APR, is the Director of the Internship Program in Communication Arts. Eileen developed the centralized internship program and has provided guidance to many UWF departments.