

## Internship Requirements

- You must enroll in AGCOM 550 to receive internship credits. This must be a communications internship. If you are not sure what constitutes as a legitimate internship, please visit with Dr. Jason Ellis, course instructor.
- Your internship cannot be with a member of your family.
- You must complete the Internship Questionnaire and schedule a time to meet with the course instructor prior to the last day of class before the semester of your internship. **See Appendix A for the questionnaire.**
- The Internship Agreement must be completed and signed before the last day to add a class in the semester of your internship. **See Appendix B for the agreement form.** This form is a detailed agreement between you, the employer or firm, and the course instructor describing assignments and requirements. Failure to turn the agreement in on time will result in being dropped from internship hours.
- Throughout the course of your internship, you are required to complete weekly internship experience updates via K-State Online quizzes. Each week the course instructor will post the question(s) in the form of a quiz on K-State Online. Failure to complete the quizzes may result in failure of the class. **See Appendix C for guidelines.**
- Semester credit hour enrollment shall be commensurate with length and time of the internship. Student should negotiate this with his or her academic adviser. One hour of credit is equal to approximately 150 hours of work.
- If problems or disagreements arise during the internship, contact the course instructor as soon as possible so that a resolution can be achieved.
- An internship evaluation must be completed by the student and supervisor before the student's final internship presentation. This evaluation will be a Web-based survey; when your internship is complete, contact the course instructor so that a link to the survey can be sent to you and your supervisor. You will not receive credit until your supervisor completes the survey! **The questions you will be asked are in Appendix D. The questions your supervisor will be asked are in Appendix E.**
- Students expecting a final grade during the semester of the internship must complete all assignments and make the oral presentation prior to the last week of classes of the semester of the internship. See the next section for details on your final presentation.
- Prior to receiving credit for your internship, you are also required to write a blog post describing your internship experience. See the next section for details on the blog post.