

COMMUNICATION, MEDIA, and PERFORMANCE DEPARTMENT  
FRAMINGHAM STATE UNIVERSITY

**Application for COMM 495 Internship in Communication, Media, and Performance**

An internship may be completed during any academic term. Students interested in an internship for academic credit should consult with their academic advisor and chair of department offering internship, before the semester in which they propose to begin an internship. Students who want to enroll in an internship must meet departmental internship requirements, as specified in the course description, and submit a written application to the faculty member who will supervise their internship and their department chair for approval. This application must include the following information:

- the academic term during which the internship will be undertaken;
- the name of the agency, company, or organization where the internship will be served;
- the internship supervisor, including contact information;
- the work responsibilities of the student intern;
- academic value of the internship experience, including the goal(s) of the internship experience, the total number of hours of the internship, which must meet a minimum of 120 hours for each course-credit, unless a higher minimum is specified in the course description;
- a brief description of how the intern will be evaluated.

This information must be submitted on the departmental internship application form. Registration for an internship must be completed by the end of the Course Add/Drop period for the semester in which the internship will be served. As soon as the University Registrar has received the completed and approved internship application, signed by the faculty supervisor and department chair, the application will be processed and the student enrolled into the course.

**COMM 495 Internship in Communications, Media, and Performance**

An internship (minimum 140 hours) in a local business, industry or organization pertinent to the student’s area of specialization. Students may earn up to three (3) internship course-credits, completed during at least two semesters. (Students may take a two (2) course-credit internship, consisting of 280 hours of service in one semester.) **Note: Open to Communication Arts majors only.**

Prerequisites: Junior standing and permission of instructor. Two (2) 200-level courses in the Communication Arts major.

**Student:** Make sure that you have first obtained the signature of your site supervisor, followed by the signature of your on-campus supervisor, academic advisor and major department chair. You are required to submit the original form with the signatures (emails from the individuals will suffice) and any attachments to the Office of the University Registrar, located in the McCarthy Campus Center, CC 515. You will be added to the course within 48 hours of submitting the completed form. *Note: If adding this course at a 5<sup>th</sup> course-credit, you will need to complete a 5<sup>th</sup> course approval form at the office of the University Registrar. Approval for the 5<sup>th</sup> course will not be processed until just prior to the start of the semester.*

I am applying for:

Year \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

To be completed through the [ ] Day Division **OR** [ ] Continuing Education (CE)

I wish to enroll in

\_\_\_ COMM 495 Internship in Communication Arts for 1 Course-Credit (140 hours min required)

or

\_\_\_ COMM 495 Internship in Communication Arts for 2 Course-Credits (280 hours min required)

Student Name: \_\_\_\_\_ FSU Student ID #: \_\_\_\_\_

FSU Email address: \_\_\_\_\_@student.framingham.edu  
(Per University policy, students are required to use their FSU Email address, including in Blackboard)

## Internship Site Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Intern's Department (if separate address) \_\_\_\_\_

### INTERN'S ON-SITE SUPERVISOR

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Office Phone/ext: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Description of Internship Experience:

Include the in specific detail, the nature of the internship work to be performed.

*(You may attach additional information on separate document).*

### INTERNSHIP HOURS

Total Hours per Week \_\_\_\_\_

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start/End Time	Start/End Time	Start/End Time	Start/End Time	Start/End Time	Start/End Time	Start/End Time

Internship hours must be completed by the end of the semester unless there are special circumstances approved by the FSU Faculty Supervisor and FSU Department Chair. In that case, an Incomplete contract will be considered.

*Beyond the 140 (or 280) hours required students sometimes volunteer additional hours. This is completely up to the student, but if agreed to, the student must fulfill their commitment, or risk harming his or her own reputation as well as that of FSU.*

\_\_\_\_\_  
Signature of Student Date

\_\_\_\_\_  
Signature of Off-Campus Supervisor Date

\_\_\_\_\_  
Signature of FSU Faculty Supervisor Date  
(as approved by FSU Major Department Chair)

\_\_\_\_\_  
Please Print FSU Faculty Supervisor's Name

\_\_\_\_\_  
Signature of FSU Major Department Chair Date

*This completed form must be submitted to the Office of the University Registrar prior to the end of the Course Add/Drop period as it becomes part of the student's permanent file.*