COMS 4910
INTERNSHIP CREDIT

Earning academic credit for your internship can be an effective way to get the most out of your internship experience.

Eligibility

- Must be a COMS major
- Must have completed COMS 2350
- Must have an overall GPA of 2.75 or higher
- Must have permission from the internship coordinator

Internship Credits

- Students may register for 1-15 credit hours and may repeat the course up to the maximum allowed 15 credit hours.
- Only 3 credit hours of COMS 4910 may be used to fulfull a COMS major elective; credit hours above 3 will be applied to graduation.
- Eligible credit hours are based on a 1:20 ratio. (i.e. 1 hour of academic credit for every 20 hours of internship work).
- Tuition and other fees apply when receiving internship credit.
- Credit is not available for internships completed before requesting academic credit.
- Students must register for credit during the semester which the internship is understaken.

All 5 steps of the application process must be complete by the 2nd week of the semester to successfully enroll in COMS 4910.

Internship Credit Application and Enrollment Process

STEP 1: SECURE AN INTERNSHIP

Students must independently secure an internship or comparable position prior to enrolling in COMS 4910. Consider visiting the following for internship opporunities:
- COMS student Blackboard page
- Center for Advising, Career, and Experienial Learning (ACE)
  - Assistant Director for Experiential Learning: Courtney Kessel, kesselc@ohio.edu
- Handshake

STEP 2: APPLICATION FORM

Students with secured internships will complete the COMS 4910 Internship Application Form.
- This form will require students to provide basic information about themselves, their internship, and their internship supervisor.
- https://ohio.qualtrics.com/jfe/form/SV_bQov0fZK2Q5Pgxg

STEP 3: SUPERVISOR CONTRACT

Upon completing the Internship Application Form, the internship supervisor will be automatically contacted via email. This form must be completed, electronically signed, and submitted.
- Students are encouraged to reach out to their internship supervisor to remind them to complete and submit the internship contact.

STEP 4: APPLICATION REVIEW

Based on completion of the application forms, eligibility of the student, and rigor of the internship the internship coordnator will approve or deny enrollment in COMS 4910.

STEP 5: PERMISSION TO ENROLL

Upon approval, students will be contacted with permission to enroll in COMS 4910.

Plan ahead to earn academic credit for your internship.

Target Deadlines

2024	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
SPRING	Dec 15th	Dec 22nd	Dec 29th	Jan 5th	Jan 12th
SUMMER	Apr 12th	Apr 19th	Apr 26th	May 3rd	May 10th

Final Day to Enroll in COMS 4910

Spring 2024: Jan 26th
Summer 2024: May 24th

Grading Policy

- COMS 4910 grades will be based 50% on the supervisory evaluation and 50% on the final paper.
- Points will be earned for completing the paper checkpoint assignments.
- Letter grades (A-F) are awarded when COMS 4910 is taken for 1-3 credit hours.
- Credit/No credit is awarded when COMS 4910 is taken for 4-15 credit hours.

Internship Coordinator

Candice Rios Wenmoth
Ohio University School of Communication Studies
740-593-4826
Schoonover 433
rioswenmoth@ohio.edu

Evaluation and Assessment of COMS 4910

SUPERVISOR EVALUATION

The student's immediate supervisor must complete, sign, and submit a performance evaluation to the internship coordinator before the end of the term in which the internship is completed.

FINAL PAPER

A 10-15-page written reflection including the following:

1. A detailed history and description of the structure of the internship organization.
2. An analysis and application of at least three communication theories appropriate to the student's internship and area of concentration, as well as an explanation of how these theories were manifesed within the organization.
3. Examples of work that speak to the six COMS student core objectives - Core Communication Knowledge and Skills, Social Process Skills, Critical Thinking Skills, Oral Communication Skills, Written Communication, and Information Tecnology Skills.
4. An explanation of how the experience allowed the intern to identify personal strengths and weaknesses and an honest self-assessment as to how the intern improved upon their communication competencies.
5. Artifacts that illustrate work performed during the internship - social media stills, brochures, train manuals, call logs, photos of events, etc.

Theroughtout the semester, students will work with the internship coordinator to complete checkpoints which will help progressively buld the final paper.

Click to apply

https://ohio.qualtrics.com/jfe/form/SV_bQov0fZK2Q5Pgxg