

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 fulfill 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 undertaken.

**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 opportunities:

- COMS student Blackboard page
- Center for Advising, Career, and Experiential Learning (ACE)
  - Assistant Director for Experiential Learning: Courtney Kessel, [kesselc@ohio.edu](mailto: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\\_bQovOfZK2Q5Pgxg](https://ohio.qualtrics.com/jfe/form/SV_bQovOfZK2Q5Pgxg)

### 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 contract.

### STEP 4: APPLICATION REVIEW

Based on completion of the application forms, eligibility of the student, and rigor of the internship the internship coordinator 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

24-25	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
FALL	Jul 29th	Aug 5th	Aug 12th	Aug 19th	Aug 26th
SPRING	Dec 16th	Dec 23rd	Dec 30th	Jan 6th	Jan 13th

## Final Day to Enroll in COMS 4910

Fall 2024: Sept 6th

Spring 2025: Jan 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 420  
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 manifested within the organization.
3. Examples of work that speak to the three COMS student core objectives - Developing Compelling and Mindful Messages, Communicating Collaboratively, and Communicating Across Differences.
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.

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

Click to apply

[https://ohio.qualtrics.com/jfe/form/SV\\_bQov0fZK2Q5Pgxx](https://ohio.qualtrics.com/jfe/form/SV_bQov0fZK2Q5Pgxx)