

SO YOU'RE INTERESTED IN AN INTERNSHIP?

..... here are some questions and answers to get you started:

I may be interested in an internship, what should I do?

The first step is to decide if you're ready for an internship – the attached questionnaire may help you.

I'm interested in an internship, when should I consider doing it?

Your senior year is the best time to do an internship for two reasons. First, by that time, you will have completed most of your CST courses and you have a good foundation for understanding and relating your communication studies to your internship. Second, your internship will give you good networking opportunities as you start interviewing for a professional position.

What is the first step I should take after I decide I'm ready to do an internship?

First, consider the area you're interested in. Some things to consider:

Do you want to work in a not for profit organization?

Do you want to work in a for profit organization?

What area interests you most – event planning, PR, human resources, social services, etc?.

What hours do you realistically have available to do an internship (be sure to include travel time, holidays, and your course schedule)?

For 3 s/h you will have to do 90 documented hours of work

For 6 s/h you will have to do 180 documented hours of work

What contacts are available to assist my search?

Professional contacts - job fairs, networking contacts, informational interviews

Personal contacts – friends, family

Career Services – they have a listing of internship opportunities

Check the Intern Board in CST department. It is located outside Rm. 103

Professors – they may be able to provide you some leads

OK, I have answered all the above questions, do I have to find and make my own internship contacts or will UNCG provide this service?

No, although you may be given some ideas of internship opportunities, you will have to make the contacts and arrange your interview. Also, remember you will need a professional resume as you start your search. The Career Services can help you with this.

How do I start the process in the CST department?

1. On the intern board is a list of faculty members who direct internships. Check the faculty member that matches your internship interest.
2. Be sure you have met all the course requirements before you approach the faculty member.

3. Schedule an appointment with the faculty member to discuss your interest. Your professor will likely want an overview of your internship opportunity to determine if he/she is the appropriate person to supervise the internship. He/she will also go over their requirements for meetings and assignments during the semester.
4. If the match is appropriate and there is available space in the professor's internship section, you will be given a packet of information to read and complete. This includes
 - a. A syllabus
 - b. A student profile to be completed
 - c. A internship contract that is to be completed by intern supervisor and student
 - d. A university agreement that is to be completed by intern supervisor
5. Once the signed forms are returned, you will be given a class admission slip (Pink Form) so you can register for CST 412

If I already have a job, can I consider that for my internship?

Simply using your current job and responsibilities will not likely satisfy your internship unless there is a significant project that is above and beyond your normal work activities. However, you will want to discuss this with your professor.

At the end of my internship, what will be required?

Again, you will want to discuss this with your professor. However, in all instances you will be required to submit a comprehensive paper, documented work hours and an evaluation from your intern supervisor.

If I have additional general questions about internships, who can I contact?

You can contact Patricia Fairfield-Artman and set up an appointment. Email: pfartman@uncg.edu.