

COMMUNICATIONS INTERN CHECKLIST

Students should prepare for an internship at least one semester PRIOR to the start of an internship. The following checklist will help you to ensure the successful completion of the internship program. For additional information, please come by the internship office.

	Tasks
	Student should discuss the internship credits needed for graduation with academic adviser during pre-registration.
	Student should schedule a meeting with the School of Communications career counselor (Ross Wade) to discuss career goals, resume writing, interviewing skills and career strategies.
	Student should schedule a meeting with the internship director (Mrs. Tonkins) to discuss portfolio contents, internship sites and academic requirements for internship. Appointments can be made at http://www.elon.edu/e-web/academics/communications/internships/ .
	Student should attend Internship Information Sessions, ongoing internship workshops and Student Exit Presentations. (Students will make presentations when they have completed internships.)
	Student should research potential internship sites and prepare for interviews and presentation of portfolio and reel (broadcast).
	Student should discuss tasks with internship site supervisor during interview process to ensure personal and professional goals will be achieved.
	Student must inform internship director about internship site and complete “ Internship Registration ” form to receive academic credit. If a student is completing an internship abroad , the student must also visit the Centre for International Studies and complete the “ Independent Elon Program Abroad (IEPA) Student Information Form. ”
	Student should follow up with internship site supervisor to ensure prompt return of contract and duties to internship director.
	Internship director has received signed contract and list of duties from internship site supervisor.
	Student has received internship director’s approval for internship site and a time sheet.
	Student has worked out a schedule (hours) for the semester with internship site supervisor. Student has submitted a list of goals and company research as indicated on syllabus to internship director.

	Student is reporting bi-weekly (weekly, during winter term and summer school) to internship director about internship progress. Student is providing timesheets and sample work from internship.
	Student has provided internship director with a rough draft of two-week notice letter to internship supervisor.
	Student has provided internship supervisor with a two-week notice letter and requested a meeting to obtain critique of updated professional tape and portfolio and an assessment of strengths and weaknesses. If successful internship has been completed (received 'A' work), student has requested letter of recommendation for portfolio.
	Student has turned in final timesheets and updated professional portfolio /reel to internship director and scheduled appointment for exit presentation.
	Student has completed exit presentation with internship director, faculty and peers and presented an updated professional portfolio and reel.

*** If your internship is not local, you will make arrangements with internship director to make your required reports.**