

Internship Checklist

If you are interested in receiving credit for an internship, you must meet the following criteria:

- Signed COM major or minor
- Junior or senior level standing @ CMU
- Complete COM 251 and COM 301 with a “C” or better
- Minimum 2.7 overall grade point average at CMU

If you meet the criteria and are interested in participating in an internship, you must:

- Review all internship materials on the CDA website
<https://www.cmich.edu/colleges/CCFA/CCFADeptofCommunicationandDramaticArts/DOCDACommunication/Internships/Pages/default.aspx>
- Schedule an appointment with Alysa Lucas, Internship Coordinator (lucas3a@cmich.edu)
- Bring a recent copy of CMU transcripts (may be an unofficial copy)
- Bring a copy of *Description of your Internship Position* form
https://www.cmich.edu/colleges/CCFA/CCFADeptofCommunicationandDramaticArts/DOCDACommunication/Internships/Pages/Internship_Portfolio_Assignment.aspx

Find an internship and secure approvals by:

- Monitoring internships posted by CMU (COM list serve, Bulletin Boards, Internship Office, etc.).
- Finding an organization willing to sponsor your internship (note you cannot receive credit for work done prior to date enrolled in internship).
- Going through application and interview process for internship.
- Completing *Description of Internship Position Approval* form with field supervisor.
- Submitting approval form above with final signatures to Internship Coordinator.

During and upon conclusion of your internship:



Keep in contact with COM Internship Coordinator.



Submit final materials within two weeks of completing internship (an “I” will be given until all work is completed).



Meet with Internship Coordinator to discuss your internship, your materials and the field supervisor’s professional evaluation.