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.