

## Integrative Public Relations Internship Checklist

- Sign an IPR major
- Make sure you are junior or senior level status
- Complete 56 credit hours including IPR 101, BCA 311, COM 264, COM 365, JRN 202, JRN 302, JRN 350, JRN 369 and JRN 450
- Contact the IPR Internship Coordinator
- Complete the *IPR Application for Internship Form*
- Check internship bulletin board or find an organization willing to sponsor your internship
- Prepare a resume and assemble your portfolio
- Contact the IPR Internship Coordinator for site approval
- Go through the interview process and get hired
- Have field supervisor complete the *IPR Field Supervisor Internship Information* sheet
- Submit *IPR Supervisor Internship Information* sheet to IPR Internship Coordinator for final signatures (*Credit Agreement and Internship Coordinator Approval* forms)
- Keep in contact with IPR Internship Coordinator (know due dates of assignments)
- Set up site observation(s) with IPR Internship Coordinator within 2 weeks of the start of the internship
- 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 (a grade will not be given until this meeting takes place)