

**DEPARTMENT OF COMMUNICATION
BOSTON COLLEGE**

**ONE CREDIT INTERNSHIP
(pass-fail grade)**

Students planning to enroll for a one credit Communication Internship must meet the following criteria:

- Must be a communication major.
- Must be at least a sophomore.
- Must have a minimum GPA of 2.5.
- Must complete all applicable forms prior to starting internship or a grade will not be awarded.
- Must provide employer grade form and see that it is returned upon completion of internship.

**DEPARTMENT OF COMMUNICATION
ONE CREDIT INTERNSHIP APPROVAL FORM**

To receive credit in the College of Arts and Sciences, internships must provide an educational experience equivalent to a practicum in one of the departments represented in the College. Students must describe the educational experience on the Internship Approval Form, commit to at least 50 hours of work, and secure the approval of both the internship supervisor and the appropriate A&S department. **AFTER APPROVAL STUDENTS SHOULD BRING THIS FORM TO STUDENT SERVICES (LYONS HALL) FOR ENROLLMENT IN CO501.**

Internships carry one credit and may be graded Pass/Fail only. Upon verification by the internship supervisor that the internship was successfully completed, a grade of P-pass will be recorded on the student's transcript. Otherwise a grade of F will be recorded. With the written approval of the internship supervisor, students may withdraw from the internship through the usual course withdrawal process subject to the usual deadlines. In such cases a W will be recorded for the internship.

Student: _____ Social Security/Eagle ID: _____
Major: _____ Year: _____
Local Phone: _____ E-mail: _____

INTERNSHIP INFORMATION

Organization/Department: _____

Position: _____ Hours/week: _____ Total Hours: _____

Semester (circle one): Fall Spring Summer

Intern's Responsibilities: _____

I agree to supervise the above named student in the internship described and provide a final evaluation upon completion.

Signature _____ Date: _____

Name: _____ Title: _____

Address: _____ Phone: _____

Email: _____ (we will not share your contact info with anyone)

DEPARTMENT APPROVAL

I approve the internship described as an appropriate practical educational experience within this department and assign it the course number CO50101--Communication Internship (one credit, pass-fail grade)

Department Representative: _____ Date: _____

Department: _____ Phone: _____

**DEPARTMENT OF COMMUNICATION
SUPERVISOR EVALUATION**

Please indicate in the appropriate space the grade you feel your Boston College intern has earned. Written comments concerning the intern's performance would also be appreciated.

DUE DATE: August 25 (for Summer Session), December 1 (for Fall semester), or May 1 (for Spring semester). This is a pass-fail course, so the grade to be awarded must be either P (pass) or F (fail).

Student's Name _____

Supervisor's Grade _____ Date _____

Supervisor's Name (and Title) _____

Name of Company _____ Phone _____

Supervisor's Signature _____

Supervisor's Comments:

Return to:

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Director of Internships
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Chestnut Hill, MA 02467-3859

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Phone: (617) 552-6148