

**DEPARTMENT OF COMMUNICATION  
BOSTON COLLEGE**

**MEDIA WORKSHOP  
(three credit graded internship)**

**Purpose of the Program**

The Communications Internship Program is designed to provide students with opportunities to explore different career opportunities. The program aids students in acquiring valuable skills and knowledge and in using laboratory equipment not ordinarily available on campus. The program also allows students to integrate academic theory with practical experience. Above all, the internship program attempts to expand a student's understanding of the dynamics of mass communications.

**Eligibility for Internships**

The program is open to majors in communication who have senior standing and a 3.1 G.P.A. overall (or a 2.8 G.P.A. overall with a 3.2 G.P.A. in the major). In addition, potential interns must have completed a minimum of seven courses in communications at Boston College prior to the beginning of the final year. These seven courses are to include the four basic required courses--Rhetorical Tradition, Survey of Mass Communication, Public Speaking, and Research Methods--a theory course and appropriate preparatory course work necessary for the specific field placement.

**Enrollment Procedure**

Due to the size and procedures of the program, internship appointments will not be made available during the drop-add period.

Eligible students are invited to apply to Christine Caswell, Director of the Media Workshop. Applicants for the fall semester will be approved during the weeks prior to pre-registration in the spring; applicants for the spring semester will be approved during the weeks prior to pre-registration in the fall. Forms are available in 21 Campanella Way, 515 and on the "Special Programs" section of the Communication Department's web site (<http://www.bc.edu/schools/cas/communication/>).

Those students accepted for the program are responsible for securing an appropriate field placement subject to the approval of the Director of the Media Workshop. Internship credit can only be awarded for a placement that has a professional level of supervision, requires skills consistent with the academic experiences of the intern, and meets the test for an appropriate placement established by the internship program. Communication Internship opportunities will be announced in Major Mail and may also be found on the Boston College Career Center web site (<http://www.bc.edu/offices/careers/internships/>) as well as in the Library in the Department of Communication, 514. Students are encouraged to print out the necessary application forms before meeting with Ms. Caswell.

**Requirements**

Students may enroll in the internship program for one semester or three total credits during their senior year. In order to receive a grade for the course, students must:

- Work 15-20 hours per week at their placement.
- Meet all deadlines and complete all paperwork for the course.

Interns must write a field research paper. Grading in the internship program is based upon rigorous standards. Superior grades will be awarded only where there is demonstrable proof of superior work.

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**MEDIA WORKSHOP APPLICATION**

**REQUIRED for ALL students registering for Media Workshop**

Name

Email

\_\_\_\_\_

\_\_\_\_\_

Campus Address:

Home Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Campus Telephone:

Home Telephone:

\_\_\_\_\_

\_\_\_\_\_

Area/Anticipated Internship Placement: \_\_\_\_\_

\_\_\_\_\_

G.P.A.: \_\_\_\_\_

List all Communication courses completed at Boston College:

Other Communication courses:

Return to:

Christine Caswell  
Director, Media Workshop  
Department of Communication  
21 Campanella Way 515  
Boston College  
Chestnut Hill, MA 02467-3859

Fax: (617) 552-2286  
Phone: (617) 552-6148

NOTE: Please append a copy of your current DeGRE (Degree and Graduation Requirements Evaluation).

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**MEDIA WORKSHOP QUESTIONNAIRE**

STUDENT INFORMATION

1. Name: \_\_\_\_\_ email: \_\_\_\_\_

2. Campus Address: \_\_\_\_\_

3. Campus Telephone Number: \_\_\_\_\_

4. Home Address: \_\_\_\_\_

5. Home Telephone Number: \_\_\_\_\_

EMPLOYER INFORMATION

6. Name of Company: \_\_\_\_\_

7. Address of Company: \_\_\_\_\_

8. Telephone Number of Company: \_\_\_\_\_

9. Name of Immediate Supervisor: \_\_\_\_\_ email: \_\_\_\_\_

10. Days and Hours of Internship: \_\_\_\_\_

Provide a brief job description of your position:

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**SELF-EVALUATION FORM**

Intern's Name: \_\_\_\_\_

In relation to other courses/experiences I have had at Boston College, during this internship:

	Poor	Average	Good	Superior
1. The quality of assigned work that I produced was	_____	_____	_____	_____
2. The quantity of work that I accomplished was	_____	_____	_____	_____
3. The quality/quantity of extra work I assumed was	_____	_____	_____	_____
4. The value of the knowledge I gained was	_____	_____	_____	_____
5. The consistency of my effort was	_____	_____	_____	_____
6. The responsibility I took for my actions was	_____	_____	_____	_____

The overall grade I think I deserve is \_\_\_\_\_

My reasons for this are (use back if necessary):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**INTERNSHIP EVALUATION FORM**

Intern's name \_\_\_\_\_ campus email \_\_\_\_\_

Under the provisions of the Family Education Rights and Privacy Act of 1974, you will have access to the information provided unless you have waived such access.

I waive my right of access to the information recorded below

OR

I do not waive my right of access to the information recorded below.

\_\_\_\_\_  
Signature of Intern, Date

\_\_\_\_\_  
Signature of Intern, Date

	Always	Usually	Rarely	Unable to Answer
1. Did the intern observe the assigned schedule faithfully?	_____	_____	_____	_____
2. Did the intern complete assigned tasks effectively?	_____	_____	_____	_____
3. Was the intern cooperative and eager to learn?	_____	_____	_____	_____
4. Did the intern build constructive work relationships?	_____	_____	_____	_____
5. Was the intern curious about other aspects of the total work situation: the integration of diverse jobs and functions?	_____	_____	_____	_____
6. Did the intern exhibit the initiative to learn?	_____	_____	_____	_____
7. Did the intern request added responsibilities?	_____	_____	_____	_____
8. Did the intern demonstrate potential for future employment in the area(s) represented by the internship?	_____	_____	_____	_____
9. What grade would best represent the overall quality of this interns work?				

Please use the reverse side for any remarks/observations that you may wish to add.

Supervisor: \_\_\_\_\_ email address: \_\_\_\_\_

Firm: \_\_\_\_\_ phone: \_\_\_\_\_

\*we will not share your contact information

Working with and taking the time to evaluate one of our students is sincerely appreciated. We value your feedback. Please call if you have any comments or questions.

Return to: Christine Caswell, Director, Media Workshop, Department of Communication, 21 Campanella Way 515, Boston College, Chestnut Hill, MA 02467-3859 Fax: (617) 552-2286, Phone: (617) 552-6148