

**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:

- The student must be a communication major.
- The student must be at least a sophomore.
- The student must have a minimum GPA of 2.5.
- The student must complete all applicable forms prior to starting internship or a grade will not be awarded.
- The student 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 the internship supervisor at the location of the internship. AFTER OBTAINING THE SUPERVISOR'S APPROVAL, STUDENTS SHOULD RETURN THIS FORM TO CHRISTINE CASWELL IN THE COMMUNICATION DEPARTMENT 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: _____ Eagle ID: _____
Major: COMMUNICATION Year: _____
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)

Approved: _____ Date: _____

Department: COMMUNICATION Phone: _____

**DEPARTMENT OF COMMUNICATION
SUPERVISOR EVALUATION**

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

DUE DATE: August 20 (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/Title: _____

Name of Company: _____ Phone: _____

Supervisor's Signature _____

Supervisor's Comments:

Return to:

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

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