Purpose of the Program

The Senior Internship Seminar is designed to provide students with the chance to explore different career opportunities. The program aids students in acquiring valuable skills and knowledge and in using industry 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 communication.

Eligibility for Internships

The program is open to majors in communication who have senior standing. In addition, potential interns must have completed a minimum of seven courses in Communication prior to the beginning of the final year. These seven courses are to include the four basic required courses – The Rhetorical Tradition, Survey of Mass Communication, Public Speaking, and Communication Research Methods.

Enrollment Procedure

Eligible students are invited to apply to Professor Christine Caswell, Director of the Senior Internship Seminar. Applicants may also enroll with Professor Caswell or Mrs. Kristin Hartnett through the drop/add period. Forms are on the Communication Department's website (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 Professor Caswell. 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 guidelines for an appropriate placement established by the internship program. Communication internship opportunities will be announced in Department Digest and may also be found on the Boston College Career Center web site (http://www.bc.edu/offices/careers/internships/) as well as at the Internship Desk in the Department of Communication, St. Mary’s Hall South 4th Floor. Students are encouraged to print out the necessary application forms before meeting with Professor 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.

• Attend periodic seminars with Professor Caswell and complete assignments.

• 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.
DEPARTMENT OF COMMUNICATION  
BOSTON COLLEGE  

COMM5589 Senior Internship Seminar

REQUIRED for ALL students registering for COMM5589

Name ___________________________ Eagle ID ___________________________

Campus Address: ___________________________ Campus Telephone: ___________________________

______________________________________________

Area/Anticipated Internship Placement: ____________________________________________

______________________________________________

G.P.A.: _____

Return to:

Christine Caswell  
Director of Undergraduate Studies  
Department of Communication  
St. Mary’s Hall South Room S375  
Boston College  
Chestnut Hill, MA 02467-3859  
Phone: (617) 552-6148  
Fax: (617) 552-2286
STUDENT INFORMATION

1. Name: ___________________________________________ email: _______________________________________

2. Campus Address: ____________________________________________________________

3. Cell Phone Number: _________________________________________________________

EMPLOYER INFORMATION

4. Name of Company: ___________________________________________________________

5. Address of Company: _________________________________________________________

6. Telephone Number of Company: ______________________________________________

7. Name of Immediate Supervisor: _______________________________________________

   Supervisor email: ___________________________________ Supervisor phone: _____________

8. Days and Hours of Internship: ________________________________________________

9. Signature of Supervisor at Internship Placement: _________________________________

Provide a brief job description of your position:

Return to:

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Director of Undergraduate Studies
Department of Communication
St. Mary’s Hall South Room S375
Boston College
Chestnut Hill, MA 02467-3859

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Fax: (617) 552-2286
# COMM5589 Senior Internship Seminar
## Self-Evaluation Form

*(For the Student)*

Intern’s Name: ________________________________

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

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

The overall grade I think I deserve is ______

My reasons for this are (explain in detail and use back if necessary):

Signature: ______________________________________

Date: ______________________________________

---

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Department of Communication
St. Mary’s Hall South Room S375
Boston College
Chestnut Hill, MA 02467-3859

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Fax: (617) 552-2286
### COMM5589 Senior Internship Seminar
Supervisor Evaluation Form

(For the Supervisor)

<table>
<thead>
<tr>
<th>Intern’s name</th>
<th>campus email</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Signature of Intern, Date</th>
<th>Signature of Intern, Date</th>
</tr>
</thead>
</table>

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 letter grade would best represent the overall quality of this intern’s 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

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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 of Undergraduate Studies, Department of Communication, St. Mary’s Hall South Room S375, Boston College, Chestnut Hill, MA 02467-3859  

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