

**COMMUNICATION DEPARTMENT
BOSTON COLLEGE**

**ONE CREDIT INTERNSHIP
COMM1901
(pass-fail grade)**

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

- Must be a Communication major.
- 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.
- Internships carry one credit and may be graded Pass/Fail only. ***Please note that only one such credit will be counted toward the 120 required for graduation.***

COMMUNICATION DEPARTMENT

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. STUDENTS SHOULD BRING THIS FORM TO PROFESSOR CHRISTINE CASWELL IN THE COMMUNICATION DEPARTMENT FOR ENROLLMENT IN COMM1901.

Internships carry one credit and may be graded Pass/Fail only. **Only one such credit will be counted toward the 120 required for graduation.** 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: _____

Cell Phone: _____ E-mail: _____

Have you ever registered for COMM1901 before (check one)? NO YES

INTERNSHIP INFORMATION

Organization/Department: _____ 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. **(TO BE COMPLETED BY THE SUPERVISOR AT THE INTERNSHIP PLACEMENT)**

Signature _____

Name: _____ Title: _____

Address: _____ Phone: _____

Email: _____

DEPARTMENT APPROVAL/PROOF OF ACADEMIC CREDIT

I approve the internship described as an appropriate practical educational experience within this department and assign it the course number **COMM1901-Communication Internship (one credit, pass-fail grade)**

Approved: _____ Ph: 617-552-6148 Fax: 552-2286

Christine Caswell, Director of Undergraduate Studies

FOR CREDIT

FOR ENRICHMENT

Department: COMMUNICATION

Date: _____

COMMUNICATION DEPARTMENT
SUPERVISOR EVALUATION TO BE COMPLETED BY SUPERVISOR UPON COMPLETION
OF STUDENT’S INTERNSHIP

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 (*PASS OR FAIL*) _____ Date _____

Supervisor’s Name (and Title) _____

Name of Company _____ Phone _____

Supervisor’s Signature _____

Supervisor’s Comments:

Return to:

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

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