

**DEPARTMENT OF COMMUNICATION
BOSTON COLLEGE**

**COMM5589 Senior Internship Seminar
(3 Credit Elective)**

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 five basic required courses – The Rhetorical Tradition, Survey of Mass Communication, Public Speaking, Interpersonal Communication and Communication Methods.

Enrollment Procedure

Eligible students are invited to apply to Christine Caswell, Director of the Senior Internship Seminar. Applicants for the fall semester will be approved during registration in the spring; applicants for the spring semester will be approved during registration in the fall. Applicants may also enroll with Prof. Caswell or Mrs. Biswas through the drop/add period. Forms are available in St. Mary's Hall South 4th Floor and on 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 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 Prof. 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 Prof. 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.

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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

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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:

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**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:

	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 (explain in detail and use back if necessary):

Signature: _____

Date: _____

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**COMM5589 Senior Internship Seminar
Supervisor Evaluation Form**

(For the Supervisor)

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 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

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