Department of Communication and Media
COMM/MDIA 3997: Internship Guide

Please use this packet as a guide for completing your internship search and registration. Answers to most FAQ's associated with finding, securing, and obtaining credit for internships in the Department of Communication and Media can be found here.

Please join Department's [INTERNSHIP TEAMS SITE](#), where you will find updated information about finding internships and internship opportunities, career development programming, internship application instructions and procedures, and more.

Part I: Finding & Securing an Internship
Part II: Completing & Submitting the Internship Application
Part III: Earning the Credit

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Part I: Finding & Securing an Internship

There are multiple resources SUNY Oneonta and the Department of Communication and Media have put together to help you find and secure an internship (both credit bearing AND non-credit bearing). Please remember that internships are NOT a requirement for completion of

your Comm Studies or Media Studies major. Thus, it is **your responsibility** as the student to find and secure an internship that is a good fit for you, based on your interests, skills and experience, and future career goals. While I, (the internship coordinator) am more than happy to chat with you about options, I do not have a list to provide you in terms of companies that are currently seeking interns. So what to do next?

First, be sure to [check out our Teams page](#)! Here, I post any local (and regional) opportunities that come my way.

Before starting your search for an internship for credit, be sure to look over the SUNY Oneonta Undergraduate Internship Application, and the associated requirements for receiving credit. Be sure to pay specific attention to numbers 8-11, highlighted below. *Specifically, you will be required to pay tuition and fees for your internship credits. You can apply up to 16 credits of internship towards your degree completion. And for every 40 hours you intern, you can earn 1 credit (so most students intern for 120 hours over the course of the semester to earn 3 credits, the equivalent of a class).*

Please review the following guidelines before beginning work on your internship application.

1. The College cannot guarantee that every student who applies will be approved for an internship
2. Internships may be denied for a number of reasons including but not limited to location, sponsors related to the student, or experiences lacking sufficient academic content.
3. Internship issues of stipend and expense reimbursement may vary by internship site.
4. Faculty members, the student's immediate family, or employees of the student's immediate family may not serve as on-site internship supervisors.
5. The academic department chair will determine the suitability of an internship site or student for an internship experience.
6. Departments may append additional requirements to this form.
7. Interns in health-related fields may be billed for Clinical Affiliation Liability Insurance (currently $50, subject to change).
8. **Students enrolled in an approved SUNY Oneonta internship are liable for Oneonta tuition and fees.**
9. **A maximum of 16 credits, including student teaching credits, may be applied toward the undergraduate degree.**

10. **Credit is granted for successful completion of course requirements, fulfillment of course learning outcomes and a minimum of 40 hours of internship activity per credit.**
11. **Eligible students may register for a maximum of 15 credits of internship during the fall or spring terms; a maximum of 12 credits during the summer and a maximum of 4 credits may be earned during the winter term.**
12. The SUNY Oneonta Internship Learning Agreement must be submitted for approval to the academic department concurrently with this Registration form.

<p style="text-align:center">*   *   *</p>

Now it is time to begin searching for an internship.

Unfortunately, there is no "one path" to finding one. It depends what is available based on your interests and experiences, your location, virtual vs. in-person, and other personal factors.   On the next page, you will find some suggestions to help you get started in your search.

WHERE TO FIND INTERNSHIPS

Online databases

College career services

Your professional network

• Visit our Department's website. There, you will find a list of locations where students in our department have interned, as well as a more in depth look at several of your peers' experiences!

• Take a look at the resources that the Career Development Center (CDC) has put together. On their website, they provide information about obtaining both domestic and international internships.
    o Specifically, check out HANDSHAKE to search for both local and national, in-person and virtual internships. All positions here are vetted by the CDC.
    o There, you can also link to New York State Department of Civil Service for internships within various NYS agencies (e.g., Economic Development, Environmental Conservations, Public Policy, etc.).
    o There are also unique sites for searching for remote internships, such as https://covintern.com/jobs/ and https://www.theforage.com/

• You can also make an appointment (virtual or in—person) with a career counselor in the CDC to discuss specific needs.

• Don't forget to check out Handshake for **on-campus internship opportunities**. Students have interned in the Career Development Center, the Athletic Office, and the Student Learning Center, amongst other on-campus offices.

- Employment websites such as LinkedIn, Indeed, and Monster have also yielded many opportunities for students. If you don't already have a LinkedIn account, I strongly suggest you create one ASAP!

- NETWORK! Attend on- and off-campus networking events (such as the career fair). Reach out to recent alumni through LinkedIn. Talk to your parents, family, friends' parents, and siblings.

- Still don't see anything that seems like it will work for you? Consider creating your own internship. Is there a company, non-profit, or a department on campus that you are interested in learning more about? Peruse the Otsego County Chamber of Commerce website, for a list of local organizations— this might help you generate some ideas!

I recognize that this search and application process can be overwhelming. Please make an appointment to meet with me to discuss options, pathways, and your other internship-related questions!

Important: Be sure that throughout this process, **you stay organized**. If you submit an application through an online portal, be sure to follow up directly with the company if you do not hear back within a few weeks. Take notes and make and send appropriate follow-up calls and emails.

*   *   *

Question: *Is there financial assistance or funding for internships?*
Answer: *Yes!*

Please refer to the Career Development's Center for information regarding various funding opportunities, including application forms and deadlines.

Also, keep checking my TEAMS site for additional information and reminders about deadlines.

Funding Opportunities

SUNY Oneonta is committed to making internship experiences available to all students on campus. We are pleased to offer several internship funding options for SUNY Oneonta students. By completing the application form, you will be considered for funding for internship-related expenses including transportation, living expenses, technology, and more!

By applying, you will be considered for each of the awards you are eligible for. Please review application instructions for the appropriate term before submitting the electronic form. Priority will be given to students completing internships for academic credit. **Important**: *Students completing international internships must apply for funding through the Office of Global Education. Students completing internships for Business Economics or Business Administration should reach out directly to the department for funding opportunities.*

Part II: Completing the Internship Application

Once you have found an internship (i.e., you have applied <u>and</u> have been hired) you then have to complete the SUNY Undergraduate Internship application if you would like to receive credit for your internship. Please note: **we cannot and will not grant retroactive internship credit**. In other words, if you complete an internship over winter break, and then come to me at the end of January asking to receive credit for it, the answer will be no. Unfortunately, there are no exceptions to this rule. You must get your application approved PRIOR TO partaking in the internship if you want to obtain academic credit for your internship. This application must be submitted via Handshake **NO LATER than 14 business days <u>prior</u> to your official start date**.

Please check out our Team's page for detailed instructions. Click [here](#). These instructions are also detailed below.

You will find the Internship Application + Learning Agreement on the [Career Development Center's website](#). Instructions for submitting this application can also be found on this same website.

- ✓ Once you have accepted the internship, download the application + learning agreement and begin filling it out. PLEASE NOTE: application MUST be typed.
- ✓ Please refer to my instructions, below, when completing this application. Incomplete or incorrect applications will not be approved and will bounce back to you and you will have to re-submit the application. If you are unsure of any part of this application, it is better to ask me, than to submit an incomplete/incorrect application.

✓ Once you have completed the form, I suggest you send it to me for review. Once given the okay, then you can initiate the submission process via Handshake. There are step-by-step instructions as to how to do this on the CDC's website, see screenshot below:

✓ Monitor your email for approvals. Once you submit your application to Handshake, it

Step Three: Initiate the submission process in Handshake.

You can't start the process and save it so be prepared to complete the request in one sitting. This part of Handshake is not mobile friendly and is best done on a laptop or desk top.

Log into your Handshake account using your Oneonta single sign on credentials. You can skip the profile. Click on Career Center on the upper right-hand side of the screen or in the middle. Click on Experiences.

Step-by-Step Instructions   ⌄

Instructions for students requesting an experience in Handshake.

will have to be approved by: your site supervisor, me (the Department's Internship Coordinator), the Department Chair, and the Dean.

INSTRUCTIONS FOR COMPLETING THE INTERNSHIP APPLICATION + LEARNING AGREEMENT:

- Page 1 (Application)
  ⇒ Be sure to indicate if this is COMM or MDIA 3997 (If you are a COMM major, you must complete COMM 3997; if you are a Media Studies major, you must complete MDIA 3997)
  ⇒ Be sure to check whether or not your internship is paid or unpaid. (Please note, this does not affect your credit in any way; you can both be paid AND receive credit, if you're so lucky as to find an internship that grants both!)
  ⇒ Under the "internship credit information" section be sure to do the math correctly. Again, 1 credit = 40 hours of interning. There are no "half" credits. So, if you want to earn 3 credits, you must intern for at least 120 hours over the course of the semester or the summer/winter session.
  ⇒ Be sure to complete the "eligibility requirements" information in accordance with the information provided on your Degree Works.
  ⇒ Please note SPECIFIC start and end dates (re: month, day, year) that fall within the START AND END dates of the college academic calendar. If you do not know what these dates are, please be sure to consult the academic calendar. If you plan on still working at your internship after the semester has ended, you will have to submit a SECOND internship application for those dates.

- Page 2 (Learning Agreement)
  ⇒ Please be sure to complete **all three contact information boxes** for yourself, me, and your site-supervisor.
  ⇒ Internship Faculty Sponsor Information:
    - Faculty Internship Sponsor: Dr. Jacqueline (Bruscella) Bishop, Jacqueline.Bishop@oneonta.edu
    - Department: Communication and Media
    - Department Chair Name and Email: Dr. Gayane Torosyan, gayane.torosyan@oneonta.edu

- Dean Name and Email: Dr. Elizabeth Dunn, Elizabeth.Dunn@oneonta.edu
⇒ **Be sure to check whether or not this internship is VIRTUAL or IN-PERSON. If the internship is in-person, you and your site supervisor must agree that all applicable laws and regulations regarding social distancing, PPE, and all other applicable safety protocols associated with the COVID-19 crisis will be adhered to.**
⇒ You must include SPECIFIC start and end dates associated with your internship and the semester/summer/winter session which the internship will be occurring. These should match what you wrote on Page 1.
⇒ Please note whether or not you will be getting paid. If you are getting paid, you must note your compensation. This is for administrative purposes only.

- Page 4 (Learning Agreement)
⇒ Under the **"academic component description,"** you will explain the "Learning Outcomes" (i.e. goals) you have for your internship. Think of these as the "big picture take-aways": what do you want to get out of this experience?
  - For a 3-credit internship, I would expect to see at least 5 learning goals. **You can find example learning goals in the internship course syllabus**, which is located on our TEAMS SITE; but please be sure that YOUR learning goals are specific to YOUR internship.
  - Along with the course syllabus, I encourage you to consult with your host site supervisor, as well as the Career Development Center and your Academic Advisor, when developing your leaning goals.
⇒ For the **"specific site internship duties",** you will record the tasks you will complete throughout the internship. Think of these as the things you will have to do in order to "reach" the goals you set for yourself in the section above. You should be in direct communication with your host site supervisor in order to complete this section.
⇒ Please check **"PASS/FAIL"** for faculty evaluation; all internships in the department are completed as such.

As aforementioned, once you have completed this application, I strongly advise you to send it to me for review. Once given the "okay," you can submit via Handshake for appropriate approvals. Again, please monitor your email to ensure the application is "moving along" with approvals.

Part III: Earning the Academic Credit (P/F)

Once you submit the application via Handshake, take another look at the internship syllabus and let me know if you have any questions. Once the application is approved, you will be enrolled in the Internship Blackboard course. This is where you will submit your weekly logs, final reflection paper, and internship site-supervisor evaluation form.

Again, once your internship is approved, there will be three things that you must complete in order to get course credit. Details of these requirements are located in the course syllabus, but summarized below:

1. You must submit to me **a weekly log** (through the dropboxes on Blackboard) that details what you did during the week, as well as your response to some higher-level thinking questions. You can find these prompts in the course syllabus.
2. You must submit a **final reflection paper** at the conclusion of your internship. The instructions for this paper are also located in the course syllabus.
3. You must meet with your supervisor and discuss your performance—and then have your supervisor submit to me the **Supervisor Evaluation Form** (which is also located at the end of the syllabus). This form can either be sent directly to me, or given back to you to give to me.