

## Department of Communication Internship Program and Policies

### About the Department of Communication’s Internship Program

The College of Southern Nevada’s (CSN) Department of Communication Internship Program (JOUR 290/COM 196) allows CSN students to gain practical, real-world experience before completing their degrees and entering the job market. Students enrolled in the Journalism/Media Studies and Communication programs not only gain the experience employers are looking for, they also gain a better understanding of their chosen field. An internship is a requirement in the Journalism/Media Studies Program. Since students are paying tuition for this, it is important that the student gains experience relevant to their education and not just do menial tasks or provide free labor. Preferably, students are paid for their internship.

In conjunction with working at the place of internship, students are enrolled in an online course where they submit weekly hours, complete assignments that report their tasks and projects, update their resume and put together a portfolio. The course grade is based on these assignments, total hours worked and evaluations. Ongoing feedback with the student and supervisor helps the internship coordinator, Michele Fogg, keep track of the student’s progress. The internship supervisor completes a mid-term and end-of-term evaluation of the student, which is a significant portion of their grade.

### Expectations of Student

Students are required to find their own internship and cannot enroll themselves in the course. Students can apply for the internships listed on the department’s online postings:

<https://at.csn.edu/communication-and-journalism-internships> or students can seek their own internship opportunities.

Internships must be approved by the internship coordinator after the place of internship and student agree to the terms of this internship program. A copy of the formal email from the supervisor verifying that an offer to intern has been officially extended to the student must be sent to Michele Fogg at [Michele.fogg@csn.edu](mailto:Michele.fogg@csn.edu). After this, the internship coordinator will authorize your enrollment into JOUR 290/COM 196. After paying your tuition for the course, you will start working the internship hours on the date agreed upon and take the course at the start date of the associated semester.

**In order to receive college credits, students are required to complete up to 150 hours of internship work by the end of the semester.** The total number of internship hours that need to be completed depends on the number of credits the student has registered for or if this course replaces another course not offered.

3 credits = 150 hours

2 credits = 100 hours

1 credit = 50 hours

Students have permission to complete the required hours before the end of the semester and students have permission to work more than the required time as with approval of supervisor.

Students enrolled in the program receive a letter grade for the course. Thus, they are required to complete various assignments. Some of these assignments include but are not limited to:

1. Completing weekly time sheets.
2. Writing assignment based on his/her internship experience.
3. Assemble a portfolio

Students are expected to complete certain classes to be ready for their internship experience. Students will get the most out of their internship by being prepared such as taking relevant courses and showing initiative while interning.

Students should begin to arrange for their internship at least 6 to 8 weeks before you register for classes. Most businesses with internship openings will require a current resume and cover letter. If you need help with your resume and cover letter, please contact the internship coordinator.

### **Expectations of the Place of Internship**

Companies and individuals who provide internship opportunities are providing a vital service to the student as well as the local community by helping them be better prepared to enter the workforce.

**Internships must guarantee the student will be able to intern for 50, 100 or 150 hours during the semester and that it will be an educational experience.**

### **Unpaid Internships**

Under federal law, for an internship to be unpaid and the intern not be entitled to minimum wage and other legal entitlements it must fall under certain legal exemptions, unless you are a nonprofit organization. An unpaid internship means the interns are working in something that would approximate an educational situation, the intern is the primary beneficiary and the employer derives no immediate advantage from the activities of the intern, the intern is not displacing a full time employee, and is closely supervised. Also, both parties understand that the intern is not getting paid for the internship and that there is no understanding that the internship will result in employment.

Again, the intern is paying for this experience, and it is the intent of the program to expose students to real-world settings and give them an opportunity to create content applicable to their education and career goals. While students will do some basic, menial tasks this should not be their overall experience. Since each student has a different skill level and situations change, the internship coordinator and the supervisor at the place of internship work with the student to maximize their educational experience.

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## **Recruiting and Accepting Interns**

It is up to each business to decide if they will extend an internship to a student based on the student's application. Businesses can select what classes they would like the student to have completed before they apply for an internship and/or base it on their submitted materials and interview. A list of classes with their learning outcomes is found on the Internship Opening Form (available from Michele Fogg or on <https://at.csn.edu/communication-and-journalism-internships>) that the internship supervisor must fill out. The internship coordinator, Michele Fogg, does not assign internships.

For applications, some places want cover letters and resumes while others send us packets to have students complete and turn in. Contact information and how to apply is included on each listing on the department's internship pages at: [www.csn.edu/communication/internships](http://www.csn.edu/communication/internships).

Once you have decided to extend an internship to a student, the student is expected to send a copy of the official offer (email is fine) to the internship coordinator. The student will then be authorized to enroll in the course.

We do not guarantee to have students fill an internship opening each semester. Some semesters we are inundated with student internship requests and sometimes things are slower. We do promote internship openings when asked. We also do our best to head students toward an internship that will help them enter the field of their choosing.

If this is the first time you are extending an internship opportunity to a student, please complete the Internship Opening Form and submit that page electronically to the department's internship coordinator, Michele Fogg, at [Michele.fogg@csn.edu](mailto:Michele.fogg@csn.edu). Also, please send the following items:

1. A 100-word-or-less blurb for posting your internship on the Department of Communication's website.
2. A flyer that includes the following:
  - A. The name of your business
  - B. The name of the intern position
  - C. A brief description of the intern duties/job responsibilities
  - D. How you would like students to apply and your contact information.

If you have any other questions, please feel free to contact Michele Fogg at 651-5618.