Steps to getting an

Internship-for-Credit

First Step: Decide what you want to accomplish during your internship... explore a specific kind of work, get experience in your area, or what? Clarity about your learning goals makes it easier to pinpoint potential internship sites. (Think also about where you need the internship to be located. Plan ahead for the semester you’d like to do one!)

Second Step: Prepare an outstanding resume. Internship providers often want a resume and may require that you complete their application and an interview. (This process is IN ADDITION to School of COMM requirements to get into the 3-credit internship class.)

Third Step: Look at requirements for an internship-for-credit. Forms can be found at: [**http://www.ecu.edu/comm**](http://www.ecu.edu/comm) Read through the application carefully. Deadlines are at the beginning of each Semester soon after classes start. Ask the Assistant Director of Undergraduate Studies, advisors, or administrative staff in the School of Communication, OR watch for flyers with exact deadlines.

Fourth Step: Hunt for an internship!

* Internship websites via [ECU Career Services](https://career.ecu.edu/)

You can also ask friends, family, faculty, and especially professional contacts. Networking is an important part of establishing and getting value from your internship.

Fifth Step: Submit your application to the Assistant Director, Mary Tucker-McLaughlin. Once the application is approved, you will be registered for the class and can participate in the Canvas course during the internship semester.

Additional Steps: Don’t forget to list your internship on your resume. Keep samples of your work for your electronic resume. If you’ve got questions please see Dr. Tucker-McLaughlin, [tuckermclaughlinm@ecu.edu](mailto:tuckermclaughlinm@ecu.edu).

FAQs about Internships

***Q: What is an internship?*** A: Internships are short term learning experiences in a work environment. Interns do entry-level work with a business or organization. Some students earn credit. Other’s don’t. Students may complete internships during college. A few do them after graduation. These FAQs pertain to internships-for-credit in the School of COMM.

***Q: Why are there deadlines for the application for an internship-for-credit****?* A: Each application must be reviewed and approved by the Assistant Director of Undergraduate Studies in the School of Communication. Once approved, each intern must be registered, files must be established, and information must be added to a database. This takes time, but must be done before the intern can participate in the online course and the work experience.

**Q: Can you do the internship work one semester and get credit another semester?** A: No. We treat the internship-for-credit course like any other class. You register first, complete online coursework and other requirements, then get credit.

***Q: Can I do more than one internship for credit?*** A: Yes. There are two course numbers, COMM 4091 and 4092. You can do a second internship and earn a second 3 credits. Each internship requires a separate application and review process.

***Q: How is the internship-for-credit course run?*** A: Once registered, interns complete responsibilities listed on their signed application. There is also a Canvas course with its own syllabus and due dates. This class facilitates interaction between interns and the professor. Interns are expected to log on regularly and complete assigned activities. The coursework is not very time-consuming, but adds value and learning to the internship experience!

***Q: Will I get paid during my internship?*** A: It depends on who is sponsoring the internship. Some internships are paid. Many are not. Either way, you will be getting valuable work experience to help you prepare for your career. (By the way, we are encouraging more internship providers to offer internships with pay.)

***Q: Why would I want an internship?*** A: An internship is like getting immersed in some aspect of your career before you are out in the work world full time. You can learn what you like or don’t like about a profession. You can learn more about how a particular business works. You can network with professionals doing what you aspire to do. You can gain valuable experiences that make you more desirable for that first job after college. You can add the internship to your resume.

***Q: Are internships mandatory in School of Communication?*** A: No. We encourage students to complete a variety of pre-professional work experiences. Besides internships, students should register with Career Services and take advantage of opportunities they offer. Students should also find opportunities to observe professionals on the job, to do service learning in their classes, to do independent volunteer work, and to get other part-time or full-time paid work related to their intended career.

***Q: When do internships usually occur?*** A: You can do an internship either during the summer or during a regular semester as long as you can complete a minimum of 140 hours of work at the internship site.

***Q: What kind of experiences should I expect in my internship?*** A: The SOC internship application requires you to list learning goals. Talk with your internship supervisor and your faculty mentor about the kinds of things you want to experience (and learn) during the internship. Sometimes you can get a copy of a job description from your supervisor that will help answer your questions.

**Q: Why do I pay tuition for an internship?** A: You pay tuition for any ECU class that earns credit. That is, all courses earning credit require ECU facilities, faculty, staff involvement. In this case, the classwork is done via Canvas and the whole process is managed by the Assistant Director of Undergraduate Studies.

For more information contact: Dr. Mary Tucker-McLaughlin, Assistant Director of Undergraduate Studies, at 252-737-1559 or [tuckermclauglinm@ecu.edu](mailto:tuckermclauglinm@ecu.edu)