



*Department of Communication
College of Arts and Sciences
California State University San Marcos
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<http://www.csusm.edu/communication/index.html>*

Verification of Internship Participation

Dear Internship Placement Supervisor:

The faculty of the Department of Communication would like to thank you for agreeing to supervise

on his/her internship placement. Practical experiences such as these are a valuable supplement to classroom instruction. We would further appreciate it if you could take the time to provide the following information:

Name of company or organization offering the internship:

Address, phone and email:

Amount of hours student is expected to work weekly / total (minimum 10/150). (if work schedule has determined, please indicate so).

Please provide beginning date and estimated ending date.

The California State University

Bakersfield * Channel Islands * Chico * Dominguez Hills * Fresno * Fullerton * Hayward * Humboldt * Long Beach * Los Angeles * Maritime Academy * Monterey Bay * Northridge * Pomona *
Sacramento * San Bernardino * San Diego * San Francisco * San Jose * San Luis Obispo * San Marcos * Sonoma * Stanislaus

(1 copy to placement supervisor, 1 copy to student, 1 copy to faculty supervisor).

The California State University

Bakersfield * Channel Islands * Chico * Dominguez Hills * Fresno * Fullerton * Hayward * Humboldt * Long Beach * Los Angeles * Maritime Academy * Monterey Bay * Northridge * Pomona *
Sacramento * San Bernardino * San Diego * San Francisco * San Jose * San Luis Obispo * San Marcos * Sonoma * Stanislaus

Instructions/Information for student/intern:

- Be sure to fill out your name on top of the form, ask your designated supervisor to fill out the rest, and return completed form to the Communication Department Administrative Coordinator, JoAnne Moran (CRA 6135). Her phone is 760-750-8048. Her email: jmoran@csusm.edu. You will need this prior to being issued a CRN in order to register for COMM 350E / 495 Internship.
- In order to earn academic credit, students must submit the following: 1) a weekly journal or log of activities or projects; 2) a sample of documents or artifacts either created by the student (e.g., news releases), or used by the student in carrying out his/her duties; 3) an end-of-semester analysis (essay minimum 2,500-3,000 words) tying together concept, theories, and ideas from any and all your communication courses to the internship experience. These items make up the bulk of your portfolio.
- While working as an intern, you are not only representing yourself, but also the sponsoring company/organization, CSUSM, and the department of communication. We ask that you adhere to your schedule, be punctual and demonstrate professionalism in both appearance and performance. Students who approach their internships with enthusiasm and dedication will find the best opportunities for education and professional growth.
- We hope that you find a good fit with your internship placement. However, sometimes unforeseen issues can disrupt the best arrangements and a student may find him/herself without an internship placement at the beginning of the course. Please take every precaution so that you do not end up in this predicament, because this might affect your participation in the course. For help securing an alternative internship placement, seek the services of the Career and Transfer Student Services Center. Notify the instructor immediately if any problems occur.