



## **DEPARTMENT OF TELECOMMUNICATIONS INTERNSHIP APPLICATION FORM**

*(By receiving this form the university acknowledges that the student applying for an internship is in good standing and is eligible for academic credit)*

### **TCOM 391: INTERNSHIP (1-6 credits)**

Credit may be earned for on-the-job experience at an approved off-campus media facility. Freshmen and sophomores may earn 1-2 credits and must have completed the pre-TCOM core (TCOM 101, 204, 206, 207, & 284) with a C+ or better average by the time of application; juniors and seniors may earn 1-6 credits. No student may earn more than a total of 6 credits. The maximum number of credits earned in a particular semester for TCOM 391 is based on the number of hours involved in the experience. TCOM 391 does not substitute for any course in the department.

Students may not exceed a total of 15 credits in any combination of TCOM 391, 397, 399, and 497.

**All internships** and TCOM 391 enrollment must be approved by Sonny Wingler ([pawingler@bsu.edu](mailto:pawingler@bsu.edu)), Department Internship Coordinator. Internship credit will NOT be given after an internship has begun, or has been completed.

### **TCOM POLICIES AND PROCEDURE FOR INTERNSHIPS**

1. The Department of Telecommunications considers student internships a privilege offered to all TCOM majors and minors.
2. Internships and TCOM 391 are available only to approved telecommunications majors and minors with 119 or fewer hours toward graduation. The internship coordinator must approve any variation from this rule in advance.
3. No student may earn more than a total of 6 credits in TCOM 391. Freshmen and sophomores may earn 1-2 credits; juniors and seniors may earn 1-6 credits. Multiple internships are allowed as long as the total number of hours does not exceed 6.
4. All internships and all enrollment in TCOM 391 must be approved by the TCOM Internship Coordinator. Students may not begin an internship until an application is approved. Enrollment in TCOM 391 will not be approved if a student already has begun an internship or already has completed an internship. Each student must submit a letter or e-mail from the internship supervisor detailing the student's start and stop dates, total work hours, and job duties and responsibilities.

5. TCOM majors and minors may not exceed a total of 15 credits in any combination of TCOM 391, 397, 399, and 497. TCOM 391 does not substitute for a course offered by the department.
6. The maximum number of credits earned in a particular semester for TCOM 391 is based on the number of hours involved in the experience. Students are not required to enroll for the maximum number of credits permitted in TCOM 391. To earn the maximum, however, students are expected to work a minimum of:
  - 70 hours per semester for 1 credit hour in TCOM 391
  - 140 hours per semester for 2 credit hours in TCOM 391
  - 210 hours per semester for 3 credit hours in TCOM 391
  - 280 hours per semester for 4 credit hours in TCOM 391
  - 350 hours per semester for 5 credit hours in TCOM 391
  - 420 hours per semester for 6 credit hours in TCOM 391
7. After completing an internship, students must submit to the TCOM Internship Coordinator a paper (three page minimum) addressing the following topics:
  - What you found valuable about the internship experience and whether you encountered any problems.
  - Which TCOM courses and activities outside the classroom best prepared you for the experience?
  - Any topics or projects that could be added to TCOM courses that you feel would be beneficial to other students planning an internship.

Also, a supervisor's evaluation report will be sent to the intern's company. The supervisor for the intern will give an evaluation of the student's performance and give a grade for TCOM 391. It is the student's responsibility to make sure that all material is handed in to the internship coordinator on time.

8. Students enrolled only in TCOM 391 in a particular semester are eligible to pay off-campus fees, and must register for an off campus section of TCOM 391. Students enrolled in TCOM 391 together with one or more hours on campus must pay on-campus fees and register for an on-campus section of TCOM 391. On-campus or off campus status is determined at time of registration and may not be changed within a semester.
9. Scholarships and financial aid may be used for TCOM 391. There are several Scholarship opportunities available. See the internship coordinator for more details.

**I, the undersigned, understand the policies and procedures relating to this internship application and will abide by them.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**STUDENT INFORMATION:**

NAME: \_\_\_\_\_ BSU ID NUMBER: \_\_\_\_\_

EMAIL ADDRESS (Must be bsu.edu): \_\_\_\_\_

TERM: FALL SPRING SUMMER YEAR: \_\_\_\_\_

CREDIT HOURS EARNED BY START OF INTERNSHIP: \_\_\_\_\_

CREDIT HOURS FOR WHICH THIS INTERNSHIP WILL COUNT (1-6): \_\_\_\_\_

**EMPLOYER INFORMATION:** (Email verification will confirm this information)

SUPERVISOR NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

START DATE: \_\_\_\_\_ END DATE: \_\_\_\_\_ TOTAL HOURS: \_\_\_\_\_

PAID @ RATE: \$ \_\_\_\_\_ UNPAID \_\_\_\_\_

STUDENT WILL WORK A MINIMUM OF \_\_\_\_\_ HOURS DURING THIS INTERNSHIP.

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

FOR OFFICE USE ONLY: \_\_\_\_\_ APPLICATION COMPLETE \_\_\_\_\_ INTERNSHIP CONFIRMED

\_\_\_\_\_ PAPER RECEIVED \_\_\_\_\_ EVAL SENT \_\_\_\_\_ EVAL RECEIVED \_\_\_\_\_ GRADE RECEIVED

\_\_\_\_\_ INTERN COORD. SIGNATURE