

Steps to Completing the Communications Internship



This document details all of the steps students need to complete when taking an internship for academic credit.

Prior to the semester starting:

1. Find an internship related to your major in communications. If you need help finding an internship, reach out to Career Services, Career Launch at [Job Opportunities](#), or talk to your academic advisor.
2. Meet with your faculty advisor to discuss the internship, expectations for class credit, and your goals for the internship.
3. Meet with Pam Doerter in Career Services. To make an appointment, call 812-464-1865 or set up an appointment through Career Launch.
4. Enter your internship information into Career Launch at [Report an Internship on Career Launch](#)
5. Work with your faculty advisor to enroll in internship credits.

During your internship semester:

1. Turn in your Internship Work Agreement and Internship Learning Goals forms by the end of the second week of classes. Please email these documents to your faculty advisor.
2. Track your weekly hours on Simplicity. This needs to be updated every week of your internship.
3. Complete the midterm self-evaluation by the time you completed 75 hours or by October 1st (fall semester) or March 1st (spring semester). These evaluations will be emailed to you from Career Launch.
4. Have your site supervisor complete the midterm evaluation by the time you completed 75 hours or by October 1st (fall semester) or March 1st (spring semester). These evaluations will be emailed to your supervisor from Career Launch.
5. Meet with your field supervisor to discuss your midterm feedback.
6. Continue tracking your weekly internship hours.
7. Write the internship portfolio assignment (see your syllabus) by December 1st (fall semester) or May 1st (spring semester). You will upload your final report into your final self-evaluation on Career Launch.
8. Complete the final self-evaluation after completing 150 hours or by December 1st (fall semester) or May 1st (spring semester). These evaluations will be emailed to you from Career Launch.
9. Have your site supervisor complete the final self-evaluation after completing 150 hours or by December 1st (fall semester) or May 1st (spring semester). These evaluations will be emailed to your supervisor from Career Launch.
10. Meet with your site supervisor to discuss your internship performance.