

Internship Application

The Professional Studies: Internship (CA 496) course's purpose is to provide on-the-job experience for communication students at the University of South Alabama in an area related to the student's potential career selection. Applicants should meet the following criteria for the Internship Program: (1) Hold junior or senior standing, (2) Have a cumulative 2.5 GPA, (3) Have a cumulative major 2.75 GPA, (4) Approval from assigned advisor, and (5) Submission of resume and writing and/or creative samples.

Students are required to (1) Meet with the faculty internship coordinator to discuss their internship experiences and performance, (2) Meet with the internship supervisor throughout the semester to discuss their internship experiences and performance, (3) Complete the Weekly Internship Report, (4) Complete the Internship Performance Evaluation, (5) Create and present portfolio packets of their internship work, (6) Write formal thank you notes to the internship sponsors, and (7) Register for Professional Studies: Internship (CA 496) semester of the internship.

Applicant's Information

_____	_____	_____	
Name	JAG number	USA e-mail (@jagmail.southalabama.edu)	
_____	_____	_____	
Mailing address	City, State, Zip code	Personal e-mail	
_____	_____		
Local number	Cellular number		
_____	_____	_____	
Major track of study	Minor	Advisor	
_____	_____	_____	_____
Anticipated graduation	Credit hours earned (at end of current semester)	Major GPA	Cumulative GPA
Semester requesting internship	Credit hours (1-3)		
<input type="checkbox"/> Fall _____	<input type="checkbox"/> 1 credit hour = 3 hours per week (total 48 hours per semester)		
<input type="checkbox"/> Spring _____	<input type="checkbox"/> 2 credit hours = 7 hours per week (total 112 hours per semester)		
<input type="checkbox"/> Summer* _____	<input type="checkbox"/> 3 credit hours = 15 hours per week (total 240 hours per semester)		

Advisor Permission

I have met with my advisee and am aware he or she is applying for an approved internship.

Advisor's signature

Date

Applicant's Checklist

Please check the boxes below ensuring all required materials are submitted with application.

- | | |
|---|--|
| <input type="checkbox"/> Internship Application | <input type="checkbox"/> Writing or creative samples |
| <input type="checkbox"/> Resume | <input type="checkbox"/> Advisor's approval |

I certify the information is true and complete.

I understand providing the information requested is voluntary and does not guarantee an internship.

Applicant's signature

Date

*Due to summer semester lasting eight weeks, the total attained hours per week for each credit hour are doubled.



UNIVERSITY OF SOUTH ALABAMA
DEPARTMENT OF
COMMUNICATION
251-380-2800 | comm.southalabama.edu/

For all internship questions and submissions, please contact:
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