



University of Kentucky
College of Communication and
Information
Department of Communication

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Dear Intern Supervisor,

Thank you for accepting one of our communication majors for an internship with your organization. Your intern is enrolled in Com 399, Internship in Communication, at the University of Kentucky and will receive academic credit for his/her work with you. The student is required to work 50 hours for each credit hour earned. If a student hopes to earn three credit hours, we expect the intern to complete 150 hours total (on average 10 hours a week for fall/spring semester and 25 hours a week for summer session).

First, please agree upon the intern's duties and responsibilities and discuss the intern's goals for this experiential education. Next, the intern will complete a Learning Contract containing information about work expectations and the learning objectives to be reached during the internship. You will be asked to review and sign this contract which the student will then sign and turn in to me.

During the semester, each intern is responsible for completing academic papers wherein the student applies communication concepts and theories to some aspect of the internship. The student may apply theories from any communication area including mass communication, interpersonal communication, small group, and organizational communication. I have found that these discussions help students integrate theory and reality and provide an opportunity for critical thinking. At the end of the semester, students write a final paper in which they summarize their internship experiences and reflect upon what they have learned about themselves and their strengths and weaknesses.

At the end of the semester, I ask that you evaluate your intern using this link: <https://comm.uky.edu/data/com399/evaluation>. Once you have entered your comments, click "submit" and the evaluation will come to me.

In order to qualify for our program, our majors must have maintained a 3.0 GPA in their major courses and successfully completed a number of upper level communication courses. I think you will find our students to be extremely capable and eager to learn. Thank you, again, for providing valuable "real world" experience. If you have any questions or concerns, please feel free to contact me at shari.veil@uky.edu or call me at 859-218-0468.

Sincerely,

Shari R. Veil, MBA, Ph.D.
Internship Director and Department Chair
Department of Communication
University of Kentucky

see blue.