

How Do I Apply for Academic Credit?

Please read the following information carefully:

1. Make an appointment with the Internship Director/Coordinator to discuss preliminary approval for internship registration. Do this prior to the beginning of the internship or at the start of the internship experience.
2. Fill out the following application forms (2 pages) completely. Page 2 must be signed by you and your supervisor prior to submission of paperwork. Please type/print application neatly. Please print and complete **TWO COPIES** of the application so that one may be sent to the Cooperative Education Office. Once you are registered for academic credit through the Department of Communication, you will also receive transcript recognition through the Cooperative Education/Internship Program.
3. Attach a one-page **TYPED PROPOSAL OF CREDIT** to all application forms.

The proposal should include the following:

In the first paragraph, briefly explain your internship position and your sponsoring organization. Indicate the total number of hours to be worked (120 clock hours minimum per every 3 hours of academic credit) and requested number of course credit hours (include coordinating course numbers). **YOU WILL NOT BE REGISTERED WITHOUT THIS INFORMATION WRITTEN IN YOUR PROPOSAL AND CIRCLED ON THE APPLICATION.** Consult your advisor regarding appropriate credit hours. Describe specifically how and why your particular internship experience is an educational experience worthy of academic credit and how this internship relates to the study of communication/journalism. Include a description of course work/concepts relevant to the internship, anticipated areas of learning, and overall career goals.

4. Submit all application materials to the Internship Director/Coordinator for review.

Upon approval, the Director/Coordinator will register you for the approved number of credit hours. Check with T.R.A.C.S. at least 5 days after submitting your paperwork to verify course registration. **ONLY** if you are not registered for your internship should you contact the Director/Coordinator to check on the status of your application.

Coms 497 can be taken for 3, 6, or 9 credit hours. Jour 492 is only available for 3 credit hours. Coms 407 can be taken for 1-3 credits with Coms 497/Jour492 if approved by a faculty advisor.

A maximum of 3 hours of Coms 497 may be counted toward the student's COMS major. Any additional hours will be counted as upper level elective hours.

The grading for Coms 497 and Jour 492 is "satisfactory/unsatisfactory".

**Department of Communication
INTERNSHIP APPLICATION**

Note: If you wish to receive transcript recognition through the Cooperative Education/Internship Program, please fill out two copies of this form. Upon receipt of the forms, the internship coordinator will notify the Co-op Office. Co-op will send a training agreement to your employer to verify your internship once registration has been completed.

**Credits/Enrollment
(circle credit hours applied for)**

Jour 492: 3
Coms 497: 3 6
Coms 407: 1 2 3

Check term of enrollment:
___ Fa ___ Sp ___ Su

Please write clearly when completing all of the following information.

Name: _____

Social Security Number: _____

Provide contact information for the term corresponding with registered internship:

Address: _____

Phone Number: _____ E-mail: _____

The employer evaluation form will be sent to you during the term corresponding with the registered internship. The employer evaluation form should be sent to the following address:

Year in School: Sophomore Junior Senior Graduation Date: _____

Major: _____ Minor: _____

GPA _____ Academic Advisor: _____

List courses you have taken relevant to your internship (indicate COMS course # only):

How did you obtain this position? (Check all that apply)

___ Department of Communication ___ Cooperative Education ___ Other (specify)

Department Registration Action Only

Course/Section:

Date:

By:

**Department of Communication
INTERNSHIP APPLICATION**

Page 2

Please fill out the following information regarding your internship.

Name of sponsoring organization: _____

Name/Title of Internship
Supervisor: _____

Supervisor's phone
number: _____ E-mail: _____

Organization's
address: _____

Remember: The supervisor at your sponsoring organization must sign the form below before submitting your application to the Internship Director/Coordinator for registration.

Your written proposal must be attached to the completed application upon submission.

NOTE: If you are printing this application off the Internship website, you must also pick up a hard copy of the Application Packet. In the packet you will find the Student's Responsibility Page, which you must read, and the Employer's Responsibility Page, which you must share with your employer.

Upon reading the information, I understand my responsibilities as a student intern and agree to the terms stated on the student's responsibility page of the internship registration booklet. I understand that violation of this agreement is subject to NIU judicial code sanctions regarding academic misrepresentation.

Student
signature _____ Date _____

I have received a copy of the responsibilities for internship sponsors. I agree to the terms for sponsoring a student intern through the Department of Communication.

Internship Supervisor
at Sponsoring Organization _____ Date _____

Please submit completed application to:
Internship Director/Coordinator
Department of Communication
Phone: (815) 753-7107 or (815) 753-7104
Northern Illinois University
DeKalb, Illinois 60115
Fax (815) 753-7109 or (815) 753-5930