

**Gain professional experience in
communication!**

CMN3916 - Internship



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- Looking for professional experience but not enrolled in CO-OP?
- Want to confirm that your studies are heading in the right direction?
- Want to enhance your student experience?

Whatever your reasons for taking an experiential learning internship, you are bound to gain relevant experience from it, because it's tailored to your interests. CMN 3916 is a supervised internship in an external organization or here at the University. It stands out from others since it enables you to establish a working relationship (either paid or unpaid) with the employer of your choice.

At the end of the internship, you must write a report, under the supervision of the department, highlighting the link between your experience and your studies.

Simply put, with this internship program, you will be doing what you want, where you want. Best of all, you earn three credits towards your degree!

Set yourself apart! Take your studies in the direction you want - you'll be on your way toward the dream job you've been thinking about since first year.

If you meet the requirements below, get started by contacting the Internship Coordinator, Dr. Ivan Ivanov (iivanov@uottawa.ca).

DESCRIPTION

CMN 3916 Internship (3 cr. – 120 hours)

An internship enables you to establish links between your university studies and the professional world. Simply put, you apply the theoretical concepts explored in class to real-life situations in different organizations. For this reason, the internship comprises two aspects: one theoretical, the other practical. It involves crafting a research question (theoretical aspect) and then exploring its merit and scope through activities in an organization (practical aspect).

ELIGIBILITY CRITERIA

To take part in an internship, you need a cumulative grade point average (**CGPA**) of at least **6.0** with no deferred grades (**DFR**) and must be in the third or fourth year of an honours or a joint honours program in communication. You must be prepared to complete 120 hours of work or volunteer in a timeframe of one semester.

Notes: You may not register (with an Academic Advisor at the Faculty of Arts) for an internship before your application is approved by the Department (Internship Coordinator).

EXAMPLES OF INTERNSHIPS

- Youth network coordinator, Heritage Canada
- Communications Officer, Caisse Populaire Lasalle
- Research assistant at the Department of Foreign Affairs and International Trade (DFAIT)
- Event planning assistant, University of Ottawa
- Web page designer, Credible Edibles
- Change Team Leader, MD Management
- President, Communication Students Association

REGISTRATION PROCEDURE

If you meet the eligibility criteria, please follow the registration procedures below.

1. Submit an “Application for Internship” form at the Department of Communication (see page 5). Attach a copy of your unofficial transcript from [uoZone](#) (under the Applications tab, select *Unofficial Transcript*).
2. If your application is eligible, contact the Internship Coordinator, [Dr. Ivan Ivanov](#) to discuss your internship and see if you should complete a Community Service Learning (CSL) placement or not.
 - Selecting an internship: Complete the “Organization Internship Application” form and submit it to the Internship Coordinator (see page 6).
 - Selecting a CSL placement: The Internship Coordinator will send CGCE the approved “Application for Internship” form you have submitted. You will have two choices:
 - Go on your uoZone and select the Community Engagement Navigator to browse and select the available CSL placements for your course or;
 - Create your own CSL placement by filling out the [Placement Proposed By a Student \(PPBS\)](#) form and submitting it to CGCE.

DEADLINES FOR SUBMITTING YOUR “APPLICATION FOR INTERNSHIP” FORM

Summer: June 1

Fall: August 1

Winter: December 1

WRITTEN REPORT

Your written report must include the following:

1. A short evaluation of your performance from the supervisor. (The evaluation can consist of a regular employee evaluation or a summary letter.). The evaluation is a key element in the evaluation of the course.
2. A copy of your Log Sheet of Hours.
3. 8 to 10 pages organized as follows:

Introduction

- A description of the organization
- A description of your role, duties and accomplishments

Development

- A discussion of how the duties fit your study plan and coursework (analyze the mandate and roles of the organization, as well as your contribution in light of communication theory and methodologies)
- A description of what you learned
- Examples of work you might have produced (append reports, press releases, etc.)

Conclusion

- A self-evaluation of your performance

SUBMITTING YOUR REPORT

Send your report electronically to Dr. Ivan Ivanov (iivanov@uottawa.ca) at the Department of Communication.

Submission deadline: Your report must be submitted by the last day of the official final examination period.

Grading: You receive a qualitative grade of either “P” (Pass) or “NS” (Non-satisfactory).

*If you are interested in gaining volunteer experience but do not meet these requirements, you can check the **Extracurricular Volunteer (EV) opportunities at the Centre for Global and Community Engagement (CGCE).***

CMN 3916 – INTERNSHIP (3 credits)

APPLICATION FOR INTERNSHIP

To be completed by the student

Session: Summer: _____ Fall: _____ Winter: _____

Last name: _____ First name: _____

Student no.: _____ Telephone: _____

E-mail: _____

Signature: _____ Date: _____

(Student)

Unofficial Transcript attached (✓):

To be completed by the Department

Program: _____ Year level: _____

C.G.P.A.: _____

Eligible: _____ Not eligible: _____

DEPARTMENT'S DECISION

Accepted: _____

Refused: _____

Signature: _____ Date: _____
(Internship Coordinator)

CMN 3916 – INTERNSHIP (3 credits)

ORGANIZATION INTERNSHIP APPLICATION FORM

To be completed by the supervisor

Name of student: _____

Position held: _____

SUPERVISOR

Name: _____

Title and organization: _____

Address: _____

Telephone: _____ Fax: _____

E-mail: _____

Description of trainee's duties: *(use a separate sheet, if needed)*

Starting on: ___/___/___ (DD/MM/YYYY) Ending on: ___/___/___ (DD/MM/YYYY)

Number of hours a week: _____ For a total of: _____ hours

Salaried apprenticeship: Yes _____ No _____

Signature: _____

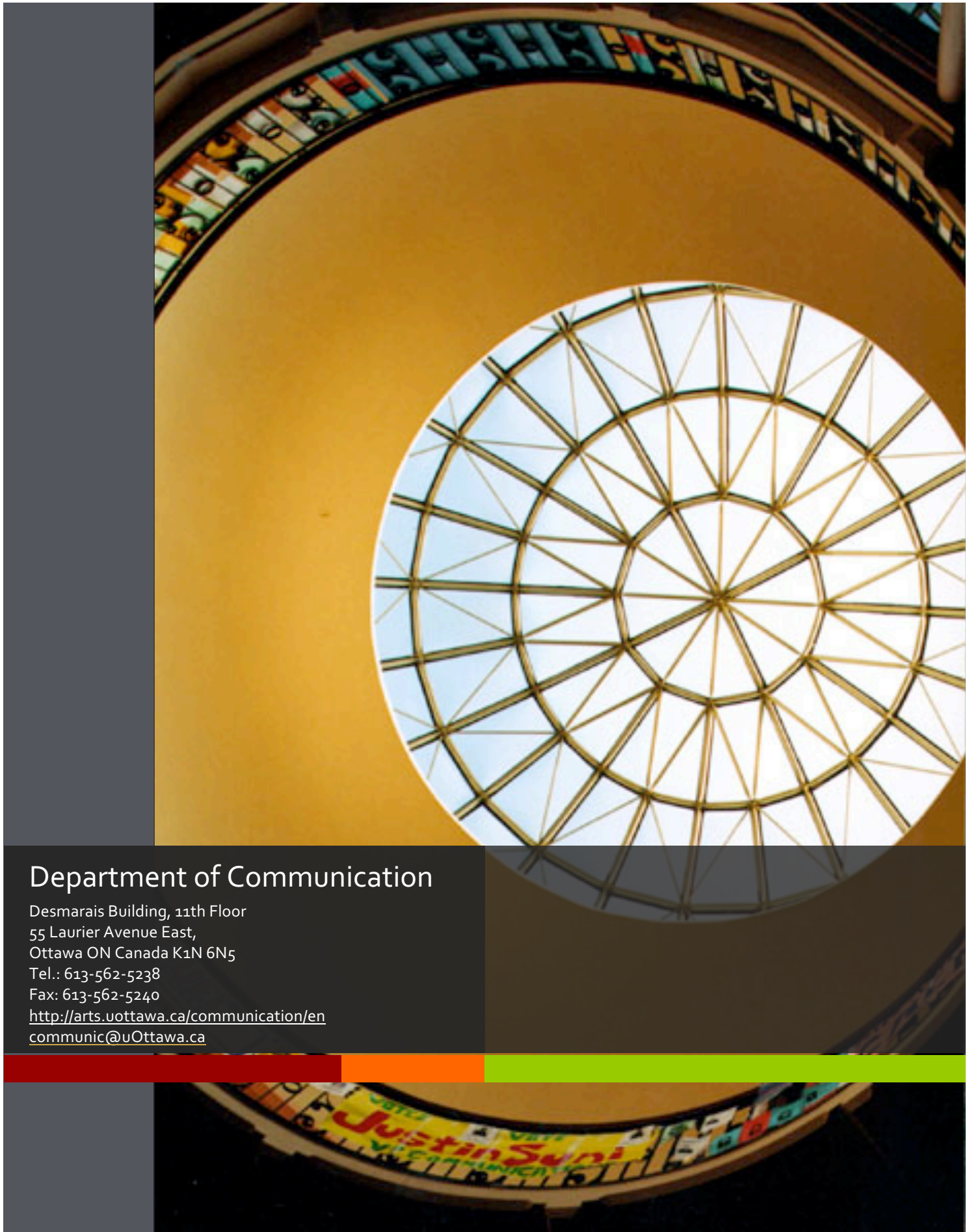
(Supervisor)

Date: _____

Signature: _____

(Student)

Date: _____



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