

Cleveland State University
College of Liberal Arts & Social Sciences
School of Communication
COM 490 Communication Internship Guidelines

Pre-requisites for COM 490

- ✓ **Junior or Senior class standing and a minimum 3.0 GPA in Communication coursework**
Students with a COM GPA between 2.5 and 3.0 need two letters of recommendation from Communication faculty and permission of the Internship Director. See other options below.
- ✓ **Completion of 300 level COM courses related to the internship**
Internships are a form of experiential education. A 400 level internship allows a student to apply the knowledge and skills gained in 300 level courses.
- ✓ **Resume and portfolio**
Update your resume each semester to list the relevant courses and skills you have gained. See sample internship resume and cover letter on internship bulletin board or www.csuohio.edu.com
The content of portfolios varies depending upon the Communication sequence. For example: Journalism internships typically require the submission of writing samples/published articles.
- ✓ **Search for internships**
Internship opportunities are posted in the following ways: CSUcareerline www.csucareerline.com, company websites, professional association websites, School of Communication Internship bulletin board (on the second floor near MU 233), plus internship directories on the School of Communication website: www.csuohio.edu/com
- ✓ **Apply for Internships**
The process for obtaining an internship is similar to obtaining a job. You must apply directly to the employer for the internship by sending your resume, cover letter and any portfolio items requested.
- ✓ **Complete COM 490 Communication Internship Agreement form**
After you have been offered an internship, ask the employer to complete and sign the COM 490 Internship Agreement form. Obtain the agreement form from the School of Communication Internship Director. To register for COM 490 students must have permission of the Internship Director. Permission is granted after a completed COM 490 Internship Agreement form has been received and approved by the School's Internship Director.

Other Internship Options

Students with Freshman or Sophomore class standing, a minimum 2.0 G.P.A. and who have completed relevant 200 level Communication courses may register for **CSC 300 Co-op Field Experience** (1 credit hour). Even if you do not need academic credit hours, the employer may still require you to register your internship with the university. To register your internship with the university, register for **CSC 400 Co-op Field Experience** (0 credit hour / 0 tuition).

Non-credit Internships: If you have an internship but are not receiving COM 490 or CSC300 or CSC400 credit, please notify the School of Communication Internship Director about your internship. CSU faculty and staff have on-going relationships with employers and it is helpful to know where students are interning.

CSU Career Services

Career Services can help you with your resume, internship/job search and interview preparation. Contact the Career Services Coordinator assigned to Communication: Anita Young, 216-687-5534. Open a CSUcareerline account and be sure to activate the *Job Agent* feature. The *Job Agent* will automatically send you email announcements of newly posted internships and jobs which match your profile. For more information go to www.csuohio.edu/career

COM Majors should begin their internship search at least 1 semester prior to enrolling in COM 490.
Contact Dr. Richard Perloff, Internship Director, r.perloff@csuohio.edu, MU 231