



**TCNJ** THE COLLEGE OF  
NEW JERSEY

THE DEPARTMENT OF COMMUNICATION STUDIES  
**APPLICATION FOR INTERNSHIP ENROLLMENT**

**How to Apply for an Internship**

1. Attain a letter of intent to hire from the company or organization with which you are working.
  - a. The letter must include the number of hours per week you will be working, the duties you will be performing, and your supervisor and his or her contact information.
2. Seek out a supervising faculty member in the Department with which you will like to work.
3. Complete the Internship Contract:
  - a. PDF Internship Enrollment Form
  - b. PDF or Word document Internship Proposal. See below for details about the Internship Contract.
4. Include the following:
  - a. Letter of intent to hire with hours clearly stipulated
  - b. PDF Internship Enrollment Form
  - c. Internship Proposal
  - d. **Upload via our weblink or send via email to the Program Assistant.**
5. From there, if the Chair approves, the application will be forwarded to the Dean's office. If the Dean's office approves, it will be forwarded to the Office of Records & Registration so that the internship will appear on your schedule in PAWS. This process can take up to two weeks.

**Credits, GPA, and Requirements for an Internship**

- Enrollment is limited to upper division program majors or minors with at least a 2.5 GPA in that program.
- Appropriate prerequisite courses must be identified and be completed successfully prior to the internship experience. Additional requirements may be established by the department.
- Actual professional situations where the student experiences the requirements of employment must be used.
- The internship is an applied experience. In the internship, the student must apply what she/he has learned in the classroom. This academic foundation must be identified in a general way in the course offering proposal. Specific knowledge, methods, skills, activities, etc. must be listed for each intern in the proposal. (See below.)
- **A minimum of 50 on-the-job hours should be required per quarter course unit of credit.**
- A substantial written assignment (or portfolio) requiring research and/or creative work should be required. A simple log describing activities may be included but in and of itself is not sufficient to satisfy this requirement. Exceptions may be approved by the department chair in fields where there is an extensive professional component already required (e.g., in the Journalism/Professional Writing major where the intern's duties may be public relations, researching, reporting that constitute a substantial writing, research, and creative experience).
- The intern should be paid a salary whenever possible.
- Internships may be offered on either a graded or pass-fail basis.
- Second internships within the same program should be limited to those situations in which the student will be able to apply essentially different knowledge, methods, skills, etc. (still program related) than those applied in the prior internship. This limitation does not apply to a second internship in a different program (e.g., a second major, minor).
- Maximum internship course units to be counted toward a degree by any one student are three. Maximum course units for a single internship are two.

### **The Internship Contract**

An internship contract consists of two parts: the proposal and the enrollment form to be developed by the Office of Records and Registration. The student will prepare a written proposal meeting the following requirements:

- The proposal should state the number of credit hours from any previous internship, as well as the semester taken and the firm or agency where the internship was done.
  - The proposal must explain exactly how credits are to be earned and what on-the-job activities will be required of the intern.
  - The proposal must describe the method of evaluating the internship to be used by the faculty supervisor.
  - The proposal must identify the firm or agency where the internship will be done.
  - The proposal must identify the professional person at the firm or agency who will supervise the student during the internship.
  - The proposal must specify how the internship fits into the student's course of study.
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- The proposal must be approved by the department chair or their designee before a student may proceed with the internship.
  - **The approved proposal must be delivered to the Office of Records and Registration by the end of the first week of the semester in which the internship is to be completed.**
  - Copies of the approved proposal should be provided to the student, the faculty supervisor, the department, and the firm or agency supervisor.
  - If the circumstances of the internship change, it is the responsibility of the student to notify the faculty supervisor. At which point, the faculty advisor will send an addendum to the proposal to the Office of Records and Registration.

### **Other Notes**

- **All internship applications must be submitted before the end of the add/drop period each semester.**
- Students who wish to intern for credit in the summer are required to pay tuition for those credits.



The College of New Jersey  
Office of Records and Registration  
P.O. Box 7718, Ewing, NJ 08625-0718  
Phone: (609)771-2141 Fax: (609)637-5184

**Undergraduate Internship Enrollment Form**

Last Name:  First Name:  MI:  PAWS ID:

Phone:  TCNJ E-Mail:  Major

SEMESTER:  Fall  Spring  Winter  Summer  Year

GPA:  must be 2.0 or higher\* \* The College requires a GPA of 2.0 for all undergraduate internships; however, departments may require a higher GPA if deemed appropriate.

COURSE ID:  SECTION ID:  (For Records and Registration only)

INSTRUCTOR:  OVERLOAD REQUIRED:  Yes  No

INTERNSHIP UNITS:  Not to exceed 2 units\*\* \*\* Total enrolled units per semester may not exceed 4.5 units. Enrollments exceeding 4.5 units must be approved as an overload by the Assistant Dean.

TOTAL EARNED COURSE UNITS:  Students must have completed at least 3 course units total at the College.

TOTAL EARNED INTERNSHIP UNITS student will have completed at the end of this semester (May not exceed 3.0 units):

Completed proposal to be submitted to (academic department):  on Date:

**Full proposal documenting course of study must be filed with the Instructor.**

INTERNSHIP ORGANIZATION (also indicate on Proposal):

Address City State Zip Code

Supervisor Name and Title  Phone Number  E-mail

Internship Start and End Dates:   hours per week.

Type of Internship:  Credit Only  Credit & Stipend/Salary/Hourly rate of \_\_\_\_\_ /hour.

**PLEASE SIGN AND DATE WHERE INDICATED. ALL SIGNATURES MUST BE COMPLETED BEFORE REGISTRATION WILL BE PROCESSED:**

Student\*: \_\_\_\_\_ Date: \_\_\_\_\_

\* By signing this form, I acknowledge that I am responsible for the payment of all tuition and fees associated with the number of units earned from this course.

Supervising Faculty: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_

Dean (or Designee): \_\_\_\_\_ Date: \_\_\_\_\_