**DEPARTMENT OF COMMUNICATION STUDIES**

**UNDERGRADUATE INTERNSHIP REQUEST FORM (CMM 490)**

The student must submit to his/her Director of Undergraduate Studies the following detailed description of the project he/she proposes to undertake for approval in advance. The proposal, signed by the faculty member and sponsor who have agreed to work with the student on the study, **must be filed with the department chair before registration is completed**. Any registration without such prior approval will be canceled. Several students proposing to undertake a group project may submit identical outlines, but each should file a separate copy. A written analysis of the internship experience must be made available for the student’s file at the end of the internship. **(NOTE: this form can be obtained at www.marshall.edu/commstu/)**

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|  Procedures for Undergraduate Internships (CMM 490)Internships are limited to motivated CMM majors. The student must have a 2.0 grade point average. After discussion with the Undergraduate Advisor and prior to registration, the student will:1. Contact the faculty member who will direct the internship to discuss the proposed study;
2. Contact the sponsor;
3. The student, the faculty director, and the sponsor will complete the proper form and;
4. At the end of the internship, the student will bring a written analysis of the experience to the Undergraduate Advisor to be filed in his/her student file.
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| STUDENT NAME:  | MU 901#:  |
| COURSE/CRN/SECTION: | CREDIT HOURS: |
| SCHOOL YEAR: SEMESTER (indicate Fall, Spring, or Summer): |
| BRIEF TITLE OF INTERNSHIP: |
|  |
| STUDENT SIGNATURE DATE  |
|  FACULTY SIGNATURE DATE |
|  SPONSOR SIGNATURE DATE |
|  CHAIR SIGNATURE DATE  |
| Attach to this sheet a concise description of the internship, including the following:1----Explanation and clarification (including methods, procedures, techniques, hours per week) of proposed internship.A.B.C (etc.).2---Justification for proposed internshipA.B.C (etc.). |

02/09/2012 las