

# Internship Assignments

The assignments are to be typed and double-spaced. Type the question and then the answer. Be sure to use proper form and adhere to all normal rules of grammar.

## Assignment 1

**Due Date:** \_\_\_\_\_

The intent of this assignment is to encourage you to think about specific aspects of your internship as you initiate your duties. In answering these questions, think about ways in which your experience will help you to apply communication theories in the context in which your work occurs.

1. Describe your initial contact with the agency--the interview and any materials you submitted to them.
2. Describe your job responsibilities in the internship and any concrete products you are to develop.
3. Describe the reporting relationship you will have with agency representatives at the site.
4. Develop an organizational chart for the agency and the department in which you work, and indicate where you fit into the system.
5. Describe the goals and objectives of the agency and the department for which you work.
6. Indicate the plans you have for accomplishing the tasks associated with your internship. Include a timetable for this purpose.

## Assignment 2 (1<sup>st</sup> half of journal is also due on this date) **Due Date:** \_\_\_\_\_

The intent of this assignment is to provide a feedback device partway through the internship. In answering the questions, once again, consider how communication theories relate to the internship tasks you have been performing.

1. Is your agency supervisor providing you adequate direction and feedback?
2. Is your internship activity adequately structured?

3. How have your communication skills fit in with those of agency representatives?
4. What are the job performance expectations in your agency? How do they compare with the academic expectations you have experienced as a student?
5. How does the formal organizational chart in the agency compare with the informal one? What impact does informal communication have on the organization?
6. Is your internship project staying on course with your original timetable?
7. What factors in the agency seem to contribute to employee job satisfaction and productivity?

### **Assignment 3**

**Due Date:** \_\_\_\_\_

The photograph and paragraph are for use on department website. If you do not wish to appear on department website, rather than emailing the items below, please send the department chairperson an email indicating you don't wish to be featured on the website.

1. A photograph of you working at your internship.
2. A paragraph as to how your internship is going, the type of experience you are getting from it, and what, if any, courses at BSU helped you prepare for the internship.

### **Assignment 4** (2<sup>nd</sup> half of journal is also due on this date) **Due Date:** \_\_\_\_\_

The intent of this final assignment is to reflect on the internship and ascertain what you have derived from the experience.

1. In what ways did your knowledge of communication principles help you accomplish the tasks associated with your internship duties?
2. Was the job associated with the internship what you expected it to be? Why or why not?
3. Have any of your assumptions about the working world changed as a result of your internship experience?

4. What did you learn about yourself through this internship?
5. Did you learn any new technical skills as a result of your internship? If so, what were they?
6. Were you to engage in this internship experience again, would you change any arrangements or duties if it were possible?
7. What would you tell other students who are about to undertake such an experience, to maximize their participation in the program?
8. What did you learn through the internship about the relationship between communication theories and practical experience? In what ways do they interrelate, and in what ways do they fail to do so?

## **Internship Journal**

During your internship, you are required to maintain a journal of your activities. This does not have to be a daily journal, but it should have at least three entries a week. You will submit the 1<sup>st</sup> half of your journal along with your second written assignment and the 2<sup>nd</sup> half of your journal with your final assignment.

The purpose of this journal is for you to have an opportunity to be candid about your internship experience; that is, you can be candid about how you really feel and how the internship is progressing. As such, you should be sure to make entries regularly; not “catch up” on them once or twice during your internship. The journal gives you an opportunity to evaluate, as well as analyze, both the facility, and your progress and experience within the facility. Also, this will give me candid input that I can use when others may want to deal with this agency. The journal will be kept strictly confidential, and will have no bearing on your grade.

If you are sending your journal by e-mail, be aware that some agencies have capture programs on their servers that enable them to read anything sent through them. In other words, journals e-mailed from the agency where you are doing your internship should not be considered private information.