COURSE OPTIONS FOR INTERNSHIP CREDIT

208 Field Work Experience is a supervised field experience in an appropriate organization, for students with limited background in a discipline. 1-6 credit hours. Program area consent required.

Requirements: Faculty consent from your program area required. Pass-Fail only.

389 Cooperative Education is an individualized preplanned cooperative employment experience related to your field of study or career objectives. Variable credit, up to 12 credit hours. Program area consent required.

Requirements: Completion of 60 credit hours and a 2.50 GPA. University math and English requirements and the courses from your academic major as outlined below. Pass-Fail only.

408 Field Work Experience is a supervised internship with an appropriate organization or agency, depending upon your major. Variable credit, up to 12 credit hours. Program area consent required.

Requirements: Completion of at least 89 credit hours and a 2.50 GPA with a minimum of a “C” grade in all courses required for your major. You must have completed the School core (COM 101 and 200), University math and English requirements and the courses from your academic major as outlined below. Pass-Fail only.

To Enroll for Credit: Fill out the contract, get appropriate signatures and submit the contract along with your unofficial transcripts to the Internship Coordinator. Allow two working days for processing, then get two copies and the course permission number from the School office staff. You’ll register on LOUIE and pay fees (there is a University fee of $40 in addition to tuition).

DISCIPLINE REQUIREMENTS FOR INTERNSHIPS (Courses needed for 389 or 408)
One week before the completion of your internship, you must turn in a minimum two-page typed statement regarding your experience as an intern. You will email a PDF of your statement to the internship coordinator: Kimberly.Mitchell@nau.edu

Communication Studies:
CST 389/408: 18 credit hours in CST.

Electronic Film & Media:
EMF 389/408: 21 credit hours in EMF.

Journalism:
JLS 389/408: Junior or Senior-level standing in JLS.

Photography:
PHO 389: PHO 285 and 383 or 384.
PHO 408: CST 111, JLS 130, 285, 383 and 384.

Strategic Communication:
ADV 389/408: ADV 207, 307 and 310 or 311W.

MER 389: MER 135; complete a Co-op Manual; attend a final meeting with Merchandising faculty; See your MER advisor.

MER 408: MER 135; complete a series of memos describing your internship; a final meeting with Merchandising faculty; See your MER advisor.

PR 389/408: PR 272, 371 & 372W.

Visual Communication:
VC 389/408: VC 251, 329, 331, 351. Visual samples of your work included with written statement.
Northern Arizona University
School of Communication Internship Contract

This contract stipulates an agreement between:

Name __________________________ NAU Email __________________________

ID Number __________________________ Phone __________________________

Company Name __________________________

Employment Supervisor __________________________

Address __________________________

City __________________________ State _______ Zip __________________________

Telephone __________________________ Fax __________________________

Email __________________________

Terms and Conditions

The Employer will fill out two reviews of the intern, one during midterm and one during the completion of the internship. In addition, the intern will complete a two-page typed paper on their experience one week prior to the completion of the internship. A PDF of this must be submitted to: Kimberly.Mitchell@nau.edu These terms have been established in collaboration with the company, the School of Communication and the prospective intern. Salary, tuition assistance or other monetary considerations are determined by the employer (the School does not require payment beyond the earning of credit). Specify the following:

Start Date __________________________ Number of Weeks Employed ___________ Hours Per Week __________________________

Duties and Responsibilities:

[Employment Supervisor] __________________________ [Student Intern] __________________________

[Date] __________________________ [Date] __________________________

[School of Communication Faculty] __________________________ [Internship Coordinator] __________________________

[Date] __________________________ [Date] __________________________

[Director, School of Communication] __________________________

[Date] __________________________

Attach your LOUIE Transcript to this form