

# Internship & Career Services

## Department of Communications

### Department Policies and Resources

Communications 496R (previously Communications 399R) is required for all Communications Majors (except Comm. Studies).

Purpose: To provide each student with an opportunity to use their classroom knowledge in a practical/real-world setting with the support of a professional in communications as well as a faculty adviser. The Internship & Career Services Office is a resource for students. Students are required to locate their own internship. This allows the student an opportunity to see what the application process involves as well as practical experience interviewing with employers and putting together the necessary application pieces: resume, cover letter, portfolio or writing samples.

The Internship & Career Services Director, Connie Cluff, is available by appointment to perform resume and cover letter critiques and presentations. The office is open 9 a.m. to 4:00 p.m. Monday through Friday. There are directories of companies in each emphasis on file in the office, 280 BRMB, as well as helpful information on the Internship & Career Services web site: <http://commsinternships.byu.edu> in addition to resources in the office.

Once you get to the office website you can choose from several helpful menu items, such as Job and Internship Listings, Related Links (a long list of search engines that can be used do search for jobs and internships), university Career Fair information, New York/Chicago Internship program information, links to workshops and opportunities in other departments, etc.

Communications 496R is a 4-credit, pass/fail internship experience required to be completed prior to graduation for all emphases except communication studies. **Students must register and pay tuition for the internship credit prior to beginning their internship. The internship hours will not count prior to being officially registered for the credit.**

Each area of emphasis has its own prerequisite courses which must be completed in order to be eligible to register for the internship credit. Students are usually eligible in their junior or senior year. The Internship & Career Services Office, The Department of Communications office, and the College Advisement Center will be able to tell what the requirements are for each student.

### Comms 496R Procedures

There are also several steps to the procedure for registering for the Comms 496R credit:

1. The student is required to locate his own internship experience. The Internship & Career Services Office sends a weekly newsletter and posts online internship opportunities for the various emphases. The Internship & Career Services office also has other helpful resources for the student to utilize. The student is responsible to contact the provider and follow the specified procedures for application. The student is also responsible to get the internship approved prior to beginning. **No hours worked will count until the student is registered for Comms. 496R credit.** Not all internship opportunities in the newsletter will qualify for the Comms. 496R credit. Some are jobs that will provide experience for resume building only.
2. **The internship experience needs to have direct relationship to the student's area of emphasis. Tasks should be entry level in scope.**
3. **The supervisor of the internship must be a professional in the field of communications and preferably in the student's emphasis.**
4. The student must complete a minimum of 280 hours of work at the internship. This does not count travel time to and from work or reading time for the required book.

5. **The student will not receive academic credit for any internship or work with a relative or family member (including relatives or family of spouses) or in an organization owned or managed by a relative or family member (including relatives or family of spouses). The student must sign the Department's Anti-Nepotism Policy form and submit it along with the student agreements.**
6. **The internship requires that the student work full-time for 7 weeks or 20 hours a week for 14 weeks.**
7. The internship may be paid or unpaid.
8. The student must complete the Department/Employer/Student Agreement Form and the university's Student Agreement Form prior to beginning the internship. A signature is required from the Director of the Internship & Career Services office or the College Advisement Center stating that all prerequisite courses have been completed. Objectives must be agreed upon by the internship supervisor and his/her signature obtained also. The objectives must also be approved and the signature obtained from the Internship & Career Services director (280 BRMB). **A description of the internship and duties must be attached to this form.**
9. **The student is required to get the university's Master Agreement signed by the internship provider as well as the Experience Provider Information Sheet and return it to the Internship & Career Services Office if one is not already on file. This must be done prior to beginning the internship.**
10. Once signatures have been obtained, the student turns in the agreement forms to the Internship & Career Services office and is given an add/drop card for the Comms 496R credit. There is no class that meets during the term or semester. The student will also be given guidelines for the student, information for the internship provider along with an evaluation that should be completed and returned by mail or fax to the Internship & Career Services Office at the end of the internship period. The student is also required to submit a student evaluation of the internship at the end of the experience.
11. The student will receive a list of requirements and assignments to be completed in addition to the employer evaluation and the student evaluation.
12. All students registered in Comms. 496R are automatically covered by the university's liability insurance for up to \$1 million in the case of negligence on the part of the student which causes harm or damage to the providing company.
13. Students should send weekly email reports the faculty adviser and the Director of the Internship & Career Services office in order to monitor the experience and the student's progress.
14. **A student cannot receive credit for an internship retroactively.** The purpose of the internship experience is to join the student academic knowledge with real-world application **with the support of the faculty adviser, director of the Internship & Career Services office and supervisor/mentor. The university requires student's to be registered prior to beginning the internship experience.**
15. Registration requires payment for credits plus any fees the university assesses.
16. If the hours required are not completed by the end of the grading period, the student may continue the internship into the next semester or term without re-registering for credit (international students may have to re-register). The student will receive a "T" grade rather than a "P."
17. A passing grade will be given when all assignments have been submitted, reviewed and approved.

Comms. 396R is a one credit, pass/fail practicum experience that does not count toward graduation requirements. It has no minimum hourly requirement. A student who has not completed the prerequisite courses yet or who is completing a second internship which requires college credit may wish to register for Comms. 396R through the Department Office, 360 BRMB.

If you have any questions regarding internship credit, please contact the Internship & Career Services Office, 280 BRMB, (801) 422-5836 or (801) 422-6846. Contact us by Fax (801) 422-0161 or email us at [comms\\_internship@byu.edu](mailto:comms_internship@byu.edu). Our web address is: <http://commsinternships.byu.edu>.

# Department/Employer/Student Internship Agreement

Semester/Term \_\_\_\_\_ Year \_\_\_\_\_ Course 496R, Section \_\_\_\_\_

Name (Last/First/Middle) \_\_\_\_\_

Address (while doing internship)  
\_\_\_\_\_

BYU ID# \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Emergency Contact Person/Phone \_\_\_\_\_

Firm Supplying Internship \_\_\_\_\_

Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Firm Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Internship Unpaid/Paid \$ \_\_\_\_\_

Email \_\_\_\_\_ Firm Web Site \_\_\_\_\_

Will the student be traveling as a part of the internship? U.S. \_\_\_\_\_ International \_\_\_\_\_

## **#1 Fine Arts Advisement Center Approval**

This student has been admitted as a major in the AD BR JR PR sequence and has taken the following pre-requisite courses for an internship (please list courses and grades). Students must have a "C-" or better in the prerequisite courses to enroll in Comms 496R:

\_\_\_\_\_

This student is now enrolled in and will complete these pre-requisite courses before the internship begins:

\_\_\_\_\_

\_\_\_\_\_  
Internship Office/Advisement Center Approval

\_\_\_\_\_  
Date

## **#2 Internship Director/Employer Approval**

The contact has been made with the internship provider and I feel confident that there are no unusual circumstances or problems in the following areas: Housing and location safety, supervisory personnel, Honor code and BYU standards.

Objectives must be filled out prior to approval by the Internship Director and Supervisor: These objectives are not all inclusive and are flexible depending on company needs.

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

The Internship Provider should have a BYU Master Internship Agreement on file.

\_\_\_\_\_  
Internship Director Signature

\_\_\_\_\_  
Supervisor Signature

I have discussed the guidelines and objectives with the Internship Director and Internship Supervisor to help me gain the greatest value from this experience

\_\_\_\_\_  
Student Signature

**STUDENT AGREEMENT  
INTERNSHIP OFFICE, BRIGHAM YOUNG UNIVERSITY**

Student Name: \_\_\_\_\_

Experience Provider: \_\_\_\_\_

Internship start date: \_\_\_\_\_ End date: \_\_\_\_\_

Department and Course Number: \_\_\_\_\_

Semester or Term Enrolled: \_\_\_\_\_ Year: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Complete Internship Address: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

BYU Internship Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

BYU Faculty Mentor/Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

The student hereby agrees to the following:

1. Be enrolled as an internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Experience Provider and BYU.
4. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the BYU Internship Coordinator.
6. Complete all BYU academic assignments and course work as outlined by the applicable department.
7. Adhere to BYU's Honor Code and the Experience Provider's Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Master Agreement between BYU and the Experience Provider. I acknowledge that it is incorporated by reference into this Agreement and that I am bound by such terms and conditions therein which specifically apply to interns.
9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
10. Authorize BYU's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as an intern may involve risks not found in study at BYU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.

12. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that BYU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that BYU is not responsible for matters that are beyond its control, including, without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.
13. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an intern.
14. Acknowledge and agree that BYU is acting as an internship facilitator only and that BYU will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events and outcomes caused by Experience Provider's actions, inactions or negligence, even if BYU has been advised of the possibility of such.
15. Acknowledge and agree that as an Intern, I am placed with the Experience Provider in order to receive educational experience as part of my academic curriculum; my duties performed as an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship performance without the express written permission of Brigham Young University.

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Student Signature

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Date

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Department Internship Coordinator Signature

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Date

## **Brigham Young University Department of Communications**

### **Anti-Nepotism Policy for Communications Internships and Volunteer Client Projects**

#### **Purpose**

In the course of fulfilling graduation requirements for a Communications degree at Brigham Young University, students will complete at least one department-approved internship and may also take classes that involve pro bono work (such as public relations or advertising projects) for volunteer clients.

Since students receive grades and/or course credit for these internship and volunteer client experiences, it is vital that the criteria for assessing student performance be as fair and objective as possible. This includes an evaluation process that is merit-based and free of favoritism. To help accomplish this goal, the BYU Department of Communications has put into place an anti-nepotism policy for internships and volunteer client projects.

#### **Policy**

Communications students may not fulfill department-sponsored internships, or internship or volunteer projects for which they receive grades or credit towards graduation, under the supervision of any immediate family members. In addition, students may not fulfill internships or volunteer projects for organizations owned or managed by any immediate family members. For the purposes of this policy, "immediate family" is defined as a spouse, parent, child, sibling, grandparent, aunt, uncle, first cousin, corresponding in-law, "step" relation or any member of the student's household.

Upon accepting an internship for a grade, credit, or Department graduation requirement, students will be asked to sign and return a copy of this policy to the Communications Internship Office, indicating that they have complied. Students fulfilling volunteer client projects for any Department of Communications courses (such as Communications 421) will be asked to sign the same form for their instructors. Any exceptions to this policy must be approved by the Department.

This policy is consistent with the University's anti-nepotism policy for full- and part-time employees, including student employees.

#### **Compliance with the Anti-Nepotism Policy**

By signing this form, I affirm that I have read, understand and comply with this anti-nepotism policy. I further affirm that any for-credit or for-grade communications internships and any required volunteer client communications projects I complete will not be performed for, performed under the supervision of, or performed for an organization owned or managed by any of my immediate family members (as defined above).

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **Communications Program Level Document**

## **STATEMENT OF PURPOSE**

**The Department of Communications exists to help students become professional and scholarly communicators whose messages contribute to a better society by benefiting the organizations for which they work and the audiences they reach.**

## **GOALS**

- 1. Students will be able to communicate effectively with their audiences.**
  - Outcome 1: Students will be able to prepare mass communication messages in the appropriate style.**
  - Outcome 2: Students will be able to apply appropriate technology to the creation and dissemination of messages.**
  - Outcome 3: Students will be able to plan communication that serves audience needs.**
  - Outcome 4: Students will be able to use appropriate research methods to answer relevant questions.**
  
- 2. Students will act professionally in their practice.**
  - Outcome 1: Students will be able to practice communication within legal boundaries.**
  - Outcome 2: Students will exhibit standards of professional behavior.**
  - Outcome 3: Students will be able to demonstrate sensitivity to the ethical issues of their practice.**
  - Outcome 4: Students will be literate in the language of the media industries.**
  
- 3. Students will be scholars of the mass communication process.**
  - Outcome 1: Students will be able to apply relevant theory to communication practice.**
  - Outcome 2: Students will understand the factors that shape(d) their profession.**
  - Outcome 3: Students will value freedom of speech in the marketplace of ideas.**
  - Outcome 4: Students will be able to think critically about the relationship between mass media and society.**
  
- 4. Students will be able to apply Gospel-centered values as they contribute to society.**
  - Outcome 1: Students will respect diversity and agency in a global society.**
  - Outcome 2: Students will be able to exercise moral reasoning when faced with ethical dilemmas.**
  - Outcome 3: Students will show a commitment to making a positive difference within their sphere of influence.**

Contract No. \_\_\_\_\_  
 Dept. \_\_\_\_\_  
 College \_\_\_\_\_

## INTERNSHIP OFFICE EXPERIENCE INFORMATION SHEET

### UNIVERSITY INFORMATION

<b>Student Name</b>	
<b>Department Name</b>	
<b>Coordinator Name</b>	

### EXPERIENCE PROVIDER INFORMATION

Experience Provider Name			
Contact Person			
Complete Address			
Phone		Fax	
Email		Web site	
Brief Description of Experience Provider			

### INTERNSHIP SPECIFICATIONS

Internship Title			
Internship Description			
Major(s) Requested		Year in School	
Qualifications			
Compensation	<input type="checkbox"/> Unpaid <input type="checkbox"/> Paid: \$_____		
Schedule	<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Either FT or PT		

**INTERNSHIP  
MASTER AGREEMENT  
Brigham Young University**

This Agreement is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_ (“Effective Date”) between Brigham Young University, a Utah nonprofit corporation and educational institution (“BYU”), and \_\_\_\_\_ (the “Experience Provider”) located at \_\_\_\_\_.

1. **PURPOSE.** In order to facilitate internship opportunities and educational experiences for students, this Agreement is intended to govern the relationship between Experience Provider and BYU with respect to student Interns from BYU in an internship arrangement with the Experience Provider.

2. **GENERAL CONSIDERATIONS.**

2.1 An internship is a cooperative student program between BYU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of BYU (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.

2.2 This Agreement is effective as of the Effective Date and may be terminated by BYU or the Experience Provider for any reason by providing 90 days advance written notice to the other party.

2.3 Experience Provider and BYU shall each provide a contact person (the “Internship Coordinator”) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinators for the Experience Provider and for BYU. Others may be designated in writing by the parties at any time.

**For Experience Provider:**

**For BYU:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Fax: \_\_\_\_\_

2.4 BYU and the Experience Provider agree to indemnify each other from any claims or liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance of this Agreement. Each party further agrees to have in effect insurance coverage to adequately underwrite this promise of indemnity.

2.5 Neither BYU nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both the Experience Provider and BYU, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.

2.6 This Master Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between BYU and the Experience Provider and their employees, Interns, or agents; but rather is an Agreement by and among two independent contractors. Each Intern is placed with the Experience Provider in order to receive educational experience as part of the academic curriculum; duties performed by an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by the Experience Provider’s personnel. To the extent

allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for the Interns participating in the educational experience.

- 2.7 The parties acknowledge and agree that it shall be the responsibility of each Intern to: (i) comply with the Experience Provider's policies and procedures; (ii) report any serious problems related to the Experience Provider, including safety and personnel problems, to the Internship Coordinator at BYU and the Experience Provider; and (iii) maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.

3. **RESPONSIBILITIES OF BYU.** BYU shall:

- 3.1 Provide course information and objectives, and ensure that each participating Intern meets academic and other qualifications that are consistent with the objectives and requirements of BYU's program;
- 3.2 Make reasonable efforts to ensure that each Intern from BYU is aware of Intern's responsibilities to abide by the terms of Section 2.7, and that each Intern from BYU shall enter into a separate written agreement between BYU and the Intern ("Student Internship Agreement") identical to the agreement attached as Exhibit A;
- 3.3 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward its instruction and supervision;
- 3.4 Ensure that for each internship, the Internship Coordinator of BYU (i) maintains ongoing contacts with the Intern and the Experience Provider, (ii) discusses the specifics and expectations of the internship with the Intern and the Experience Provider, (iii) monitors the Intern's progress with the Intern and the Experience Provider, and (iv) advises the Intern relative to a program of study related to the internship experience; and
- 3.5 Provide liability insurance to cover damage or harm caused by the Intern in the amount of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

4. **RESPONSIBILITIES OF THE EXPERIENCE PROVIDER.** The Experience Provider shall:

- 4.1 Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program;
- 4.2 Orient the Intern to the Experience Provider's rules, policies, procedures, methods, and operations;
- 4.3 Evaluate the Intern's performance and notify BYU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern;
- 4.4 Comply with all the federal, state, local, and municipal laws, ordinances and codes applicable to Experience Provider;
- 4.5 If applicable, pay the Intern the agreed upon rate of compensation for the term of the internship and fulfill all legal requirements related to Experience Provider's independent contractor/employment relationship with the Intern; and
- 4.6 Accept the primary responsibility for supervision and control of the Intern at the internship site.

5. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement.

In witness whereof, the parties have affixed their signatures below:

<b>Experience Provider</b>	<b>Brigham Young University</b>
By _____	By: _____
Printed Name _____	Printed Name Adrienne Chamberlain
Date _____	Date _____