



WESTERN

CAROLINA UNIVERSITY

DEPARTMENT OF COMMUNICATION

- Broadcasting • Broadcast Sales • Print Media •
- Public Relations • Training & Development •

To: Whom It May Concern

From: Don Connelly, Department Head

Re: Communication Internships

Thank you for considering a Western Carolina University student for an internship in communication.

We require all communication majors to complete a three-credit-hour internship, working in their career field for a minimum of 150 hours. The student is required to keep a daily work log, to keep copies of materials produced, and to write a paper at the end of the internship about his or her experience.

We ask the company or agency to give us a description of the student's job responsibilities before the internship begins. If you accept the student as an intern, we will ask for an evaluation of the work the student is doing about halfway through the work period and again at the end of the internship. The intern will give you the forms you need for these reports.

If you have further questions about our requirements, please call me (828) 227-3851.

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