

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 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 internship responsibilities before the internship begins. If you accept the student as an intern, we will ask for an evaluation of how the student is doing about halfway through the internship and again at the end of the internship. The intern will give you the forms you need for these reports. The instructor for the internship will also contact you during the internship for updates on the student's progress.

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

Don Connelly, Department Head
1 University Drive
Western Carolina University
Cullowhee, NC 28723
828-227-3851