

COM 6190 Internship Registration and Approval Process Spring-Summer 2019

The COM 6190 Internship process is very structured. You will be provided with a complete syllabus at the orientation but you may begin the registration process at any time.

For 3 credits, students must successfully complete an approved internship that includes a minimum of 15 hours a week of on-the-job experience for an entire semester. For 2 credits, there is a 10 hour per week requirement and for 1 credit, there is a 5 hour per week requirement.

- 1. Once an internship has been identified, please clear it with Dr. Piper-Aiken via email. Once it has been cleared, the student should meet with the person who will supervise the internship and have them complete and sign the Internship Approval form.**
- 2. When the Approval Form has been signed and submitted, Dr. Piper-Aiken will process an override request for registration. You may submit the form by scanning it and emailing it to her. You may also leave it in her faculty mailbox.**
- 3. When registering, the student should decide the number of credits needed (1-3 credits). There is a drop down selection on Academica, please choose the number when you register.**
- 4. For Journalism majors, your first REQUIRED internship must be a one, 3-credit internship for the full semester.**
- 5. Only one internship for credit is allowed per semester, but you can take up to 6 total credit hours of Com 6190 over the course of your college career.**
- 6. Prior to starting the internship, you must attend an Internship Orientation session to review course procedures and assignments. Dr. Piper-Aiken will send you a schedule of available sessions.**

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