

# Practicum/Internship Information

As you know, three credit hours of a practicum or internship are required of all majors.

## Practicum Information

Practicums can be taken at any time, internships can be taken when students are seniors.

Practicums are on campus working for such organizations as KWMU radio, University Admissions, Alumni Relations, Sports Communication, The Current, Student Activities, TV Club, Gallery 210, Univ. Marketing and Communications, and Center for the Humanities. Practicums can be taken for 1, 2, or 3 credits in a semester.

A practicum student should work 150 hours for three credits, (approximately 10 hours/week).

## Internship Information

Internships can be taken when students are seniors and have completed most all other requirements in the major. For transfer students at least 12 hours in Communication courses should have been completed at UMSL before registering for an internship. Internships are usually off campus working for a radio station, TV station, public relations firm, advertising agency, promotions and or PR for local organizations, video production business, newspaper and other communication related organizations. You can do an on-campus internship if you are a senior.

Potential internship sites are listed in 590 Lucas.

Students are allowed to find internship sites not listed at the above places only with the approval of the internship coordinator (the faculty member in charge of internships). Students are never allowed to use their jobs as an internship. Approved internship sites should be open to any and all applicants.

Some internships are paid but most are not. **You should never start your internship before you have registered for the class.** For unpaid internships the organization you work for would be in **violation** of federal and state minimum wage laws if you start working before you are officially registered.

Internships require 150 hours of work (approximately 10 hours a week). Students may register for up to 6 hours of internship credit. 50 additional hours are required for each additional credit.

You cannot receive more than 6 hours of internship credit in your academic career.

## Procedures for Registration

You can register for internships/practicums, Fall , Spring, and Summer semesters.

1. Contact the site you would want to work for. All sites require you to apply, so having a resume and cover letter is important.
2. Set up an interview with the site.
3. If you are accepted, you and your site supervisor should fill out and sign the contract form and return the form to the internship faculty coordinator.
4. Only after receiving the contract will the coordinator give you the special consent form needed to register for the course.
5. Read the course requirement sheet and follow its directions. It lists the assignments, dates and grading criteria.

The requirement sheet and the contract form are in 590 Lucas.