



## Department of Telecommunications Internship Packet

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If you successfully complete all of the requirements of an approved internship while concurrently enrolled in TELE 5010, you can earn from one to three journalism elective hours of credit.

**WHO MAY TAKE AN INTERNSHIP FOR ACADEMIC CREDIT?** Students enrolled in the College of Journalism and Mass Communication who have satisfactorily completed the courses listed on the application.

**HOW AND WHERE DO I GET AN INTERNSHIP APPROVED?** Submit the request form to your Department Head with your advisor's signature prior to enrolling in TELE 5010 and in advance of beginning work on the internship.

**HOW LONG DO I HAVE TO WORK TO GET CREDIT?** Internships must be a minimum of 107 hours employment for one (1) hour of credit, 214 hours employment for two (2) hours of credit, and 320 hours employment for three (3) hours of credit.

**HOW DO I GET THE CREDIT?** After approval by your Department Head, enroll in TELE 5010 for the semester you will be performing the internship. Before the internship begins, the Department Head must receive the letter from your employer offering you the internship (see sample letter attachment B). Then your employer must submit a written evaluation of your performance to the Department Head prior to the last day of the semester.

**ARE THERE ANY OTHER REQUIREMENTS?** Compile a week-by-week report of your work during the internship. It is especially important to write about your first impressions. This will be help as you near the end of your internship as you will then submit the 3-5 page typed, double-spaced final report to your Department Head on or before the last day of the semester.

**WHERE DOES TELE 5010 FIT IN OUR CURRICULUM?** It will count as 1 to 3 variable hours of the 30 hours minimum/maximum course limit and will be used as a journalism elective. Grades will be recorded on your official transcript as satisfactory or unsatisfactory (S or U); therefore, they are not included in your grade point average.

**MAY I RECEIVE DUAL CREDIT FOR ONE INTERNSHIP?** A student will **not** be awarded credit for TELE 5010 if credit is received from another department, school, or college for the same internship.

**HOW DO I FIND AN INTERNSHIP?** Through your own interests and initiative. Research companies and organizations that interest you. Check their websites for information about internships. Be pro-active and assume there are opportunities. Get contact information and follow up. Also, utilize UGA's DawgTRAK listings and consult with your career consultants at Grady College (Room 211-C) and in Clark Howell Hall.

**IF I'M CONFUSED, WHOM DO I SEE?** Department Head (101-C), department internship coordinator (room 101-D), or the career consultant at Grady (room 211-C).

**DEPARTMENT OF TELECOMMUNICATIONS**  
**Request for Approval of Internship Application**

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

UGA MyID number (810) #: \_\_\_\_\_ Semester desired: \_\_\_\_\_

Athens Address: \_\_\_\_\_ Phone/Athens: \_\_\_\_\_  
\_\_\_\_\_ Phone/Home: \_\_\_\_\_

Major: (Check one) \_\_\_\_\_ Digital & Broadcast Journalism \_\_\_\_\_ Mass Media Arts

Status (circle one): 1<sup>st</sup> year    2<sup>nd</sup> year    3<sup>rd</sup> year    4<sup>th</sup> year    5<sup>th</sup> year

Number of hours of credit requested: (Circle One)    1                      2                      3

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

I understand that in order to receive 1 to 3 variable hours of academic credit in the College of Journalism and Mass Communication Internship for Credit Program, I must concurrently register for TELE 5010, and further that I must meet the following requirements:

- I am a **student enrolled** in the Telecommunications Department.
- I have **successfully completed** TELE 3010, TELE 3210, and one other TELE course.

**The following items are needed to receive credit for my internship.**

- A letter verifying** the offer of an internship from the employer (see attachment B).
- A 3-5 page typed final report** of my internship activities.
- My employer's evaluation** of my internship activities.

Name of your supervisor(s), company, address, and phone number:

\_\_\_\_\_

I understand the responsibilities placed on me in order that I may receive credit for the requested internship. My failure to carry out these responsibilities outlined above by the dates indicated will result in my receiving an unsatisfactory grade in TELE 5010 and loss of credit for the internship.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit this completed form for consideration by your department head who will let you know whether credit for the internship has been approved or disapproved. This request must be submitted **BEFORE** the internship begins. May be faxed to 706-542-2183.

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**FOR DEPARTMENT HEAD USE ONLY:** \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Department Head's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR DEPARTMENT COORDINATOR USE ONLY:**

Enrolled in TELE 5010:

\_\_\_\_\_  
Semester/Year

Employer's Letter offering internship received:

\_\_\_\_\_  
Date

Policy Memorandum signed by Employer received:

\_\_\_\_\_  
Date

Typed final report of internship activities received:

\_\_\_\_\_  
Date

Student's internship evaluation received:

\_\_\_\_\_  
Date

Grade submitted for internship:

\_\_\_\_\_  
Grade Received



## **Department of Telecommunications Internship Credit Packet**

Memo To: Students  
Seeking Academic Credit for Internships

From: Dr. Ann Hollifield, Department Head  
Department of Telecommunications  
Phone: 706-542-3785  
Fax: 706-542-2183  
Email: annholli@uga.edu

Re: Internship Credit

We are delighted that you have chosen to explore the internship program offered by the Grady College of Journalism and Mass Communication. Internships help prepare you for a job while you earn hours of credit toward your degree.

Please read carefully the attached guidelines and talk with your advisor. You must be registered for TELE 5010 in the semester of the internship to get credit. Before you can register, you must first complete and submit the Request for Approval of Internship Application with your advisor's signature to the department secretary (Cheryl Christopher) in room 101-D. After the Department's Head approves your application you can then register for the course. Be sure you give your employer the letter to employers (attachment A), sample letter (attachment B) and the Policy Memorandum (attachment C) and ask them to send their letter and the Policy Memorandum to Dr. Hollifield as soon as possible. We also ask that the employer write a brief letter evaluating you at the end of the internship.

We hope that you will get a challenging internship offering great professional growth.

Name: \_\_\_\_\_ Semester: \_\_\_\_\_



(ATTACHMENT A)

TO: Employers  
From: Ann Hollified, Department Head  
University of Georgia, Department of Telecommunications  
Re: Internships

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Thanks so much for agreeing to hire a Grady student for an internship. Professional internships are essential to the success of our students and to our program at UGA. We very much appreciate your willingness to oversee our student's professional development during an internship.

Would you please draft a short letter confirming that you have offered the student an internship, that you will supervise his/her work and that you are willing to write a brief evaluation of the student's performance. We need the confirmation letter before the student starts the internship. We need the evaluation by the last day of exams during the semester the internship is taken. If you wish, add suggestions for strengthening the internship program. A sample confirmation letter is attached (attachment B). We also ask that you complete the attached Policy Memorandum (attachment C) and return it with your confirmation letter.

If you have questions or suggestions, please contact me at (706) 542-3785 or [annholli@uga.edu](mailto:annholli@uga.edu) or my assistant Cheryl Christopher at [cherylch@uga.edu](mailto:cherylch@uga.edu). Again, thanks for boosting the career of a young UGA student.

Fax #: 706-542-2183

**SAMPLE LETTER**  
(Internship, Department of Telecommunications)  
(Please use organization's letterhead)

Dr. Ann Hollifield  
Department of Telecommunications  
College of Journalism and Mass Communication  
University of Georgia  
Athens, GA 30602-3018

Dear Dr. Hollifield:

I have offered a (summer, fall, spring semester [please designate the semester]) internship in my organization to \_\_\_\_\_.

The period of employment exceeds or is a minimum of 107 hours for one hour credit, 214 hours for two hours of credit, or 320 hours for three hours of credit.

Knowing the importance placed on internships by future employers and the academic community, I will make this a valuable learning experience.

(Enter a brief description of what the student will be doing.)

I agree to submit a brief summary/evaluation of the student's performance of assigned duties no later than the last day of the semester the internship is performed. (This cut-off date is necessary to enable the intern to have his/her academic grade posted on the UGA transcript.)

\*Note to employer: The above items must be included in the letter offering the internship so that the student will receive academic credit. This letter and the letter of evaluation are your only written requirements. You can mail it to the above address; fax to 706-542+2183; or email to my assistant Cheryl Christopher at [cherylch@uga.edu](mailto:cherylch@uga.edu)

**Grady College**  
**Internship Checklist for All Grady Majors**

Be sure to complete the following steps in order to receive credit for your internship:

1. Complete all course prerequisites.
2. Read and complete the internship packet. Packets are available online.

Your completed internship packet will contain 4 key items:

- . • Request for approval
- . • Employer letter
- . • Signed Policy memorandum
- . • A copy of your advisement form with the internship listed as recommended

3. Return these 4 items to your major department's secretary before the close of Drop/Add.
4. Follow-up with your department secretary to make sure your internship was approved and that you have a POD for the internship course.
5. REGISTER for the internship class for the specified number of credit hours.
6. When you have completed the internship, please submit all required paperwork and reports on time.

*Please contact the departmental secretary if you have questions:*

ADPR - Advertising/Public Relations -- Ms. Donna LeBlond (215 Journalism)

JOUR - Journalism -- Ms. Sophie Barnes (233 Journalism)

TELE - Telecommunications -- Ms. Cheryl Christopher (101-D Journalism)

**POLICY MEMORANDUM**

**April 2000**

**(A completed copy of this form should be returned to the address indicated in Section II.)**

**Section I**

In compliance with University of Georgia policy, access to programs operated by this institution is available to all otherwise qualified persons. Therefore, there shall be no discrimination on the basis of race, national origin, religion, sex, age, disability, or veteran status, in either the selection of students for participation in programs, or as to any aspect of a program; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's effective participation in the program.

The form below should be maintained in the files of UGA academic units whose students participate in clinical training, internships, externships, practicums, and similar off-campus aspects of their degree programs which involve other agencies, organizations, or entities. This form is not required for programs which are covered by the Clinical Agreement between the Board of Regents and the Georgia Hospital Association.

Name of Intern: \_\_\_\_\_

**Section II**

To be completed by UGA unit in which student is enrolled

Department: Telecommunications, Grady College of Journalism & Mass Communication \_\_\_\_\_

Address: The University of Georgia, Athens, GA 30602-3018

Contact Person: Dr. Ann Hollifield, Department Head E-mail: annholli@uga.edu

Telephone number: 706-542-3785 Fax number: 706-542-2183

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**Section III**

To be completed by representative of preceptor, organization, or entity providing clinical training, internship, externship, practicum, or other off-campus experience for University of Georgia students. Please return this entire form to the address in Section II above.

Name of preceptor organization/entity/facility: \_\_\_\_\_

Address: \_\_\_\_\_

As a condition of University of Georgia student participation in an off-campus experience with this organization, entity, or facility, I certify that I have read Section I above and will comply with its provisions.

Contact official: \_\_\_\_\_

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

# ***TELECOMMUNICATIONS INTERNSHIP***

## ***TELE 5010 SYLLABUS***

***Dr. Ann Hollifield, Dept. Head***  
***E-Mail: [annholli@uga.edu](mailto:annholli@uga.edu)***

***101-C Journalism Building***  
***Phone: (706) 542-3785***

***Cheryl Christopher, Administrative Assistant***  
***E-Mail: [cherylch@uga.edu](mailto:cherylch@uga.edu)***

***101-D Journalism Building***  
***Phone: (706) 542-3785***

This is a supervised internship, a course designed to move you out of the classroom and into on-the-job training. You will be working for a real employer, using the tools and insights you have acquired in your classroom work and, presumably, acquiring new tools and insights as a fledgling professional.

Obviously, there is no text and you will not be expected to attend regular classes, because your workplace is your classroom. You **WILL** be expected to meet certain requirements over and above satisfactory performance at work, however, in order to receive course credit:

1. Your internship must be ***APPROVED PRIOR*** to the beginning of the semester (NO internship can be approved for credit until you have completed and submitted the “***REQUEST FOR APPROVAL***” form). The “***REQUEST FOR APPROVAL***” form outlines the internship requirements and must be signed by your academic advisor and the department head. Also, the offer letter from your employer offering you the internship must be submitted before the internship starts.
2. Enroll in TELE 5010. You are required to obtain Permission of Department for this course. See Ms. Christopher in room 101-D for permission.
3. Submit to my office, **by the last day of the semester** (see [www.reg.uga.edu](http://www.reg.uga.edu) for **academic calendar dates**), a 3-5 page typed, double-spaced paper describing your internship activities. I want you to tell me more about the overall concepts you learned, not the everyday things (i.e., how to use machines, etc.) Take some time to reflect on the important things you’ve learned from your experience. This can be faxed to 706-542-2183 or you can email it to Cheryl Christopher at [cherylch@uga.edu](mailto:cherylch@uga.edu) if time does not permit.
4. Your employer must submit to my office, also no later than the **last day of the semester** (see [www.reg.uga.edu](http://www.reg.uga.edu) for **academic calendar dates**), a **SEPARATE letter or evaluation form evaluating your performance**. The letter must include a recommendation as to whether you do or do not deserve credit for the course and it must be addressed to:

Ann Hollifield, Department Head  
Department of Telecommunications  
Grady College of Journalism and Mass Communication  
The University of Georgia,  
Athens, Georgia 30602-3018

Because I expect your employer to be completely candid about your performance, this letter will be considered a confidential communication with the college. Should the employer authorize us to release it to you, however, we will do so.

Other materials you will receive will refer to these deadlines as the “end of this semester”. Be forewarned that this means **the last day of the semester** (see [www.reg.uga.edu](http://www.reg.uga.edu) for **academic calendar for dates**), is the latest point in the semester in which I can evaluate your work and award course credit. If I do not receive all for the above materials by that date, you will be given an “Incomplete.”

Otherwise, you will receive either a “Satisfactory” or an “Unsatisfactory”. There are no A, B, C, D, or F grades in this course.

I may visit those of you who are located within reasonable traveling range and, in some cases, some of you who may be quite distant from us. In the meantime, however, do not hesitate to telephone or write if you have any questions or problems.

I hope this will be as pleasant and productive a learning experience for you as it has been for hundreds of your predecessors, and I trust that your work will reflect as favorably on the Grady College as has the work of those who preceded you.

**Note:** If time does not permit you can fax your internship paper and/or your employer can fax your evaluation to (706) 542-2183 or email them both to [cherylch@uga.edu](mailto:cherylch@uga.edu). If you have any questions regarding your paper or evaluation please feel free to call Cheryl at 706-542-3785.

***Good Luck!!***