

# Site Supervisors

## Thank you for your participation in Kent State's Internship and Practicum program!

Your contribution allows Kent State Communication Studies students to receive hands-on job experience; preparing them for careers after graduation.

## How do I get students to intern at my organization?

If you are interested in having students intern at your organization, you can contact Dr. Bihn-Coss at [gbihncos@kent.edu](mailto:gbihncos@kent.edu) or 330-308-7491.

Prior to the start of the internship or practicum you will need to provide the student with a position description typed on the organization's letterhead, previewing the duties of the intern.

The student will need you to fill out the company information on their application. Please also include, on your company's letterhead, a formal description of the internship duties as well as your signature.

## What does the student have to do for an internship?

For an internship, the students must complete either 130 hours or 260 hours.

## What does the student have to do for a practicum?

Students are required to complete 150 hours at working at your organization for the practicum.

During the practicum, the student must complete 3 communication projects, 3 journalism projects, and 3 visual communication projects.

- Examples of Visual Communication projects.
  - Brochures, company logos, handouts, letterheads, posters, web pages.
- Examples of Journalism projects.
  - Newsletters, blogs, social media posts, press releases, public relations
- Examples of Communication projects.
  - Human resources, assisting customers, training, speech writing, needs assessment, Guided tours, event planning

## What do I need to do for the student?

During the internship and practicum, you should mentor the student and provide them with opportunities to learn. These opportunities should ideally meet the goals of the student and your organization.

You will need to evaluate the student's performance twice during the semester; once midway through and once at the end of the internship.

After the end of the internship and practicum, you will need to sign the student's time log certifying they completed the required amount of hours.