Western Illinois University

Department of African American Studies

African American Studies Internship (AAS499)

AAS 499 Internship - Supervised work assignments in applied occupational area involving specific projects in areas related to African American Studies. A maximum of 6 s.h. may be counted toward the African American Studies major. Prerequisites: permission of department chair; junior or senior standing; minimum 2.0 GPA. 1–12 s.h., repeatable to 12s.h.

1. **CONTACT INFORMATION**

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2. **PROTOCOL**

Description: Supervised work assignments applied occupational area involving specific projects in areas related to African American Studies.

Operation:

1. Faculty members supervise internships and the department chair is listed as the instructor of record.

2. Student seeks an agency with the assistance of faculty member.

3. Agency and faculty member develop duties to be undertaken during internship. Student, faculty, and agency sign an agreement of duties.

4. Student maintains duty log and journal and meets with faculty member periodically.

 5. Faculty member determines grade and department chair enters final grade.

3. **APPLICATION REQUIREMENTS**

1. Minimum overall G.P.A. required: 2.0
2. Internship site must have an existing Internship Program within the organization.
3. Application must be submitted in advance of the date of the proposed internship. MUST BE DONE PRIOR TO FINAL EXAM PERIOD OF SEMESTER PRIOR TO INTERNSHIP.

4. **REGISTRATION REQUIREMENTS**

**A. Complete Internship Application.**

1. Submit completed application (Document #1 attached)
2. Submit documentation of Company’s Internship Program.
3. Submit job description from proposed internship site and how duties are tied to communication major.
	1. **Complete** **Internship Agreement**. If an application for internship credit is approved:
4. Student completes appropriate information and signs Agreement (Document #2).

Signing Agreement confirms that student understands requirement of internship.

1. On-site supervisor signs Agreement (Document #2).

# Signing Agreement confirms that the on-site supervisor

understands the requirements of the internship program and what is required from the site.

1. University Internship Coordinator signs.

Signing Agreement approves site for internship and gives permission for registration.

5. **STUDENT INTERNSHIP RESPONSIBILITY**: It is the responsibility of the internship student to complete all of the requirements listed below and submit materials to the University Internship Supervisor.

1. Prepare a 3-ring notebook complete with dividers. Please type and include:

1. Daily Log - Include duties performed, experiences and personal insights of each day.

1. Weekly Self-Evaluation - Your overall assessment of the week including new responsibilities, difficult assignments, personal improvement.
2. Final Internship Paper - (3-5 pages) wherein the student ties together concepts learned from the Communication classes along with work experience. The daily log and weekly evaluations will serve as a basis for the final paper.
3. Clock Hours - Itemized documentation of clock hours validated by the on-site supervisor. (50 clock hours = 1 semester hour of credit). No more than 40 clock hours will be accepted for internship credit in any given week.
4. Letter of Evaluation - Acquire a letter of evaluation from the on-site supervisor of the student’s internship performance. This may be included in the notebook or mailed directly to Sandy Shearer, Internship Coordinator, Department of Communication, Western Illinois University, Macomb, Illinois 61455.
5. Sample Documents - (optional) Collection of written projects, reports, news releases, etc. created/obtained during the internship.
6. Submit notebook - The daily log and the self-evaluation and final paper must be submitted to the internship coordinator before credit can be awarded. Any failure on the part of the internship student to submit a daily log, self-evaluation and paper may result in a grade of "Unsatisfactory" which is equivalent to no credit earned for the internship.
7. Students who do not complete requirements at the end of a term will receive an incomplete (“I”). All requirements must be completed by the sixth week of the term following the internship.

6. **ON-SITE SUPERVISOR RESPONSIBILITY:**

1. Write letter of evaluation of intern’s performance during the internship. Either include letter with student’s completed notebook or mail directly to University Internship Coordinator at the completion of the internship.
2. Confirm clock hours. (50 clock hours = 1 semester hour of credit).

Comment in evaluation letter actual clock hours worked in the internship.

**7. UNIVERSITY COORDINATOR RESPONSIBILITY:**

1. Evaluate internship documentation submitted by student and on-site supervisor.
2. Assign “S/U” grade at completion of evaluation.