

Field Experiences

Internship Position Description

(designed to help qualified students apply for and obtain appropriate internship opportunities)

Professional Category (PR, journalism, etc.): PR

Location of Internship (city, state): Normal, IL

Name of Organization Offering Internship: ISU School of Communication

Internship Supervisor (name, title, email address, phone number): Dr. Pete Smudde, Assoc. Exec. Dir.;
psmudde@ilstu.edu; 8-7339; 449 Fell Hall

Description of Internship (job description ... skills needed):

- One or more unpaid undergraduate internships may be arranged, depending on need and student applicants.
- Students must have completed COM 268 or an equivalent to be eligible for this internship.
- An intern's creative, organizational, and operational contributions for any aspect of the School's PR needs are welcome. While primary assignments would be to work on the School's PR needs under the strategic communication plan, students may be asked to work on matters that support the School in other, related ways. The central but not only project for the semester is producing an e-newsletter for the School's publics. Student interns would be evaluated on the quality of their outputs, attitudes, behaviors, and results for completed work during the internship. Weekly team meetings would be scheduled. Particular resources pertaining to projects would be provided as occasions warrant, and the student would be expected to read, discuss, and apply them to the work in the internship. Other aspects for the internship, such as work assignments, processes, schedules, and procedures, may be defined or redefined as needed. Availability of all students outside of scheduled work hours is also expected as needed.
- All students would work for the Associate Executive Director. Intern(s) serve the School's PR needs, according to selected objectives in the Strategic Communication Plan.
- Any internship would be for three credit hours, which means the student would work a *minimum* of 135 hours during a semester. Days and times for a work schedule would be determined as soon as possible at the outset of the semester.
- The internship would last one semester and can be extended to another semester, including summers, if, according to the Associate Executive Director, a student's job performance warrants it.

Academic Terms Available (name each as appropriate—fall, spring, summer): Fall, Spring, & Summer

Return form to:

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*The School of Communication at Illinois State University appreciates
its professional partners providing opportunities for our Field Experiences students.*