

Steps to a Successful Communication Internship

At the University of Maryland

Step One: Find an internship

- **Create or update a resume with assistance from University Career Center**
- **Identify opportunities on communication majors listserv, career center resources, personal network, etc.**

Step Two: Get credit for your internship

- **Get confirmation of your internship on company letterhead**
- **Complete Department of Communication internship application**
- **Turn in your materials to internship coordinator, Julie Gowin, gowin@umd.edu, prior to beginning the internship or you may forfeit eligibility**
- **Determine academic eligibility for COMM386 at www.comm.umd.edu/undergraduate/internship-program**
- **Internships in employer's private home will not be approved for academic credit. However, interns can work remotely.**
- **Once approved register for credit on Testudo**

Step Three: Get course assignments from ELMS

- **Get assignments on ELMS prior to beginning your internship**
- **It is part of your learning experience to follow your syllabus and take initiative to do your assignments and turn them in on or before the due date**
- **Maintain contact with internship coordinator throughout internship through course assignments and at other times**
- **Finish your required hours (45 hours minimum per credit)**
- **The internship coordinator, Julie Gowin, is the course instructor and is responsible for assigning your grade**

Step Four: Finish your internship constructively

- **Challenge yourself to make the most out of every minute of your internship**
- **Put your materials together professionally in an ePortfolio, post in ELMS**
- **Think about how to exit your internship graciously (thank you notes, exit interviews, ask for future opportunities)**

Internship Coordinator: Julie Gowin/gowin@umd.edu/301-405-7323