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