

Contact

Please contact Dr. Jim Lenze, internship coordinator, with any questions or concerns at jlenze@iup.edu . I will also have office hours during the fall semester in Stouffer Hall 127.

Current Office Hours

Monday through Friday – 11:00 am to 12:00 pm

CHECK LIST

1. Find an Internship, apply to internship, accept an internship position!
 - I recommend checking with the Career and Professional Development Center.
 - I will also be sending out periodic e-mails with internship opportunities that get sent to me.
2. Confirm need of Affiliation Agreement.
 - The site you are planning on working for is REQUIRED to have an affiliation agreement on file with IUP.
 - The list of existing affiliation agreements will be available to look at in my office as well as the Communications Media front office. If you were enrolled in COMM 395, the list is also available on your course D2L website.
 - If the site is NOT on the existing affiliation agreement list please contact Dr. Jim Lenze, with the contact information/supervisor information for your site and she will go about obtaining the appropriate documents needed for the University; you **are NOT permitted** to handle the affiliation agreements. **Deadline for contacting me about affiliation agreements is APRIL 1st!**
3. Confirm need of Title IX/Protection of Minors Training – this is REQUIRED if you are going to be working with minors.
 - If you completed this training in COMM 395, you are all set.
 - If you did not complete this training and ARE WORKING WITH MINORS, you must e-mail Dr. Jim Lenze, to receive an internship handbook and return an e-mail stating you are in full awareness of the precautions required when working with minors.
4. Fill out Internship contract (5 pages)
 - This requires site supervisor signatures so it is helpful to take this to interviews so that if they offer you the position on the spot you can take care of the supervisor signatures at that time.
 - If you are taking COMM 395 or COMM 475 this semester the COMM Internship Contract is in your course D2L page or you can pick up a hard copy in Dr. Jim Lenze's Office.
5. Turn in the following documents to Dr. Jim Lenze – **deadline to turn is in APRIL 15th!**
 - Internship Contract – all 5 pages – there are 8 parts! Incomplete contracts will not be accepted!
 - Proposal paragraph
 - Resume
 - Cover letter
 - Reference list
6. Register for COMM 493 Internship – **This will not occur until very near the end of the spring semester!** You will not be able to do this until Dr. Jim Lenze confirms receipt and completion of all required documents and assigns you a faculty internship advisor. You will be notified by email when you are able to register for your internship credits and the CRN# for your section will be included in that e-mail. You will register for a specific section of COMM 493 that is assigned to the COMM faculty member who

will be your faculty supervisor for the summer. After you have registered for COMM 493, your assigned faculty supervisor will communicate his or her expectations for your internship.

**** You must take care of your internship registration before the summer add/drop period ends!**