

DEPARTMENT OF COMMUNICATION INTERNSHIP VERIFICATION

The Department of Communication has specific internship requirements which are explained in the Internship Guidelines. Read the guidelines carefully before proceeding.

I have carefully read the internship guidelines for the Department of Communication. I understand the requirements and expectations. I accept responsibility for meeting all requirements and deadlines. I agree to uphold Boise State standards of student conduct.

[I agree](#)

Student Information

Student name [Ima Student](#)
Student ID# [110000000](#)
Student email imastudent@u.boisestate.edu
10-digit phone number [208-555-5555](#)
Cumulative GPA [3.0](#)
Boise State GPA [3.6](#)
Expected graduation date [Spring 2019](#)

When will the proposed internship be completed? (ex: Fall 2017; Spring 2018; Summer 2018)

[Spring 2018](#)

Type of Internship

[Public Relations](#)

INTERNSHIP PROVIDER INFORMATION

Name of Organization [Public Relations Rules](#)
Address [121 N. 125th Street](#)
City, State, Zip [Boise, ID 83725](#)
Phone number [208-555-1000](#)
Website PRRules.com
Year established [2010](#)
Number of employees [130](#)

Are you now, or have you previously been, employed by this organization?

[No](#)

Proposed Internship Supervisor

Supervisor Name [Teach Ingyou](#)
Position/Job Title [Communications Director](#)
Years/months in position [5 years](#)
Phone [208-555-1001](#)
Work email teachingyou@prrules.com

Internship Supervisor Qualifications

Degree held [BA Communication](#)
Year awarded [2002](#)
Granting institution [Awesome University](#)

If the proposed supervisor has held the current position for fewer than 3 years, please provide the previous position(s) held that qualify them to oversee your internship.

Has this person supervised interns in the past?

[Yes](#)

Has this person supervised Boise State Department of Communication students in the past?

No

INTERNSHIP INFORMATION

Internships are extended learning opportunities. Therefore, they must include pre-determined educational goals. The suitability of a proposed internship will be evaluated based on how well the job duties support the desired learning outcomes, the depth and breadth of learning opportunities, and the student's documented preparation for completing the assigned tasks.

The internship title you enter will be recorded on your transcript and should indicate the type of internship you completed. For example, Social Media Intern or Video Post-production Intern. Do not use Communication Internship, Media Arts Internship, or PR Internship.

Internship title [Social Media Intern](#)

Internship credits (45 hours devoted to internship duties = 1 credit)

[3 credits](#)

Internship Duties (what you will be responsible for)

- 1) [managing clients social media platforms](#)
- 2) [social media content research](#)
- 3) [uploading blogs to Wordpress sites](#)
- 4) [content management.](#)

Learning outcomes (4 or more things you will learn by completing this internship)

- Learning outcome 1 [Managing multiple clients at once](#)
Learning outcome 2 [Social Media Strategies and Search Engine Optimization \(SEO\)](#)
Learning outcome 3 [Graphic Design and Wordpress tools \(Lynda, Adobe\)](#)
Learning outcome 4 [How to keep online content fresh and engaging](#)
Additional learning outcome [Blog/Website Management](#)

Student Qualifications: Public Relations Internship

List the grade earned, semester, year, and instructor for each of the following courses:

(ex: B, Fall 2016, Kang)

COMM 278 Principles of PR Fall 2016, B, Christine Moore

COMM 279 PR Campaigns Spring 2017, B, Sam Harmer

COMM 382 PR Writing Spring 2017, B, Christine Moore

Other courses that have prepared you for this internship: [Comm 131 PRSSA](#), [Comm 273 Journalistic Writing](#), [Comm 302 Research Methods](#), [Comm 482 Promotional PR](#)

Provide a brief explanation of why you have selected this internship, how it supports your educational goals, and what makes you a good fit for the opportunity.

I selected this internship because it provides an opportunity to learn both social media tactics and the strategies behind them. It's also a great opportunity to gain some technical skills with different computer programs such as Wordpress and Adobe. I feel that my courses have prepared me to apply the skills I have gained to this internship. I plan on going into the field of public relations, so this internship will give me a solid background and necessary experience to launch my career.