

BYU



SCHOOL OF
COMMUNICATIONS
INTERNSHIP AND CAREER SERVICES

COMMS 399R – COURSE INFO

— COURSE INFORMATION & PURPOSE —

Comms 399R is an *optional* 1-credit, pass/fail internship experience that does not count towards graduation requirements, available for all emphases. [Please note that this course does have a syllabus, which can be obtained from our website or outside the internship office.](#) This course is provided for students who have not yet met the prerequisites for the required internship course (496R) but who want to obtain experience in an internship setting requiring college credit.

— REGISTRATION REQUIREMENTS —

[Students must register and pay tuition for the internship credit before counting hours towards the internship course \(credit will NOT be given retroactively\).](#) Students can add the internship course as late as the discontinuance deadline of a given term/semester, but cannot begin to count hours until registration is complete.

— INTERNSHIP REQUIREMENTS —

Students should find an internship experience that meets the following department requirements:

1. Provides entry-level assignments in the student's emphasis.
2. Provides direct, on-site supervision by a professional in their field.
3. Provides a minimum of 70 hours of work with at least 10 hours of work a week.
4. The student must not work at the same organization as a family member or in-law of any kind.
5. The internship cannot be done remotely.
6. The internship provider cannot be on the University's "non-approved experience providers" list.

— RESOURCES —

The communications internship and career services director is available by appointment to discuss internship preparation, policies and procedures, internship searching strategies, and perform resume/cover letter/portfolio critiques. The Internship Office is open 9 a.m. to 4 p.m. Monday through Friday. Students can speak with the front desk to schedule an appointment or drop by during office hours. There are also resources in the university career services office.

For more information, see the front desk in 280 BRMB.

[INTERNSHIP APPROVAL & REGISTRATION INSTRUCTIONS FOUND ON NEXT PAGE...](#)

COMMS 399R – REGISTRATION INSTRUCTIONS

If you have found an experience you would like to use for academic credit, please start at our internship management site:

COMMSINTERNS.BYU.EDU

Once there, you will be guided through several steps in order to get an internship approved for academic credit. The steps are as follows:

1

INTERNSHIP PRE-APPROVAL

- Go to commsinterns.byu.edu, read the information on the home page and login using Route-Y (login link is at the bottom of the instructions).
- Read the information on the landing page and follow the link provided to begin the approval process.
- Properly fill out the pre-approval form and click “submit”.

Once your pre-approval form has been submitted, the internship director and faculty will review your request. You should receive an email with a decision within 1-2 business days.

IF DENIED... you should either receive feedback on how to fix the problem or be instructed to find a new internship. Either way, you will need to re-submit the pre-approval form (or create a new one) before proceeding.

IF APPROVED... proceed to step two by following instructions in the automatic email.

3

IRAMS APPLICATION

Complete this application in the University system by typing “intern01” into the quickURL field in your MyBYU and then:

- Agree to the terms and conditions.
- Create an application for the term/year in which the internship begins.
- Fill in the required information for all three sections of the application form.
- Click “submit”.

Note: If you do not click “submit” your application will not be sent to the department for approval.

2

INTERNSHIP OBJECTIVES

- Create a minimum of three objectives (goals) for your internship and click “submit.”

We recommend having a mixture of goals that aim for growth in both hard and soft skills.

- Once submitted, your on-site supervisor will be sent an email requesting that he/she approve your objectives and confirm your internship. Please check-in regularly with your supervisor to ensure this step is completed.
- After the on-site supervisor approves this form, the internship director will approve it as well.

WHILE WAITING FOR THIS APPROVAL... complete steps three and four.

4

MASTER AGREEMENT

- Students must verify that the University has an internship master agreement on file with their internship provider. This can be done by searching using the tools on intern.byu.edu. Instructions are also provided on commsinterns.byu.edu.
- If there is not a master agreement on file, students are responsible to provide a copy to their employer to sign, and submit the signed copy to the front desk in 280 in hard copy, or emailed as a PDF to comms_internship@byu.edu.

All four steps must be completed and approved before you can register for the internship course. Once registered, you can start counting hours towards the internship course and submit the necessary assignments as outlined in the syllabus. To obtain a syllabus, visit our website (commsinternships.byu.edu under “registration & syllabi”) or come by the office in 280 BRMB between 9am-4pm M-F