**DEPARTMENT OF COMMUNICATION  
Proposal for Internship Course Credit\***

**This Proposal for Credit should only be completed and submitted to the Internship Program   
AFTER you have been offered and accepted a position.**

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| YOUR CONTACT INFORMATION | |
| **Last name** |  |
| **First name** |  |
| **Preferred pronouns** |  |
| **Preferred email** |  |
| **Cell phone** |  |

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| INTERNSHIP INFORMATION | |
| **Name of Internship Organization** |  |
| **Address, City, State** (of organization where you will be working) |  |
| **Purpose / Type of Organization** (briefly describe what it does and for whom) |  |
| **Org. website URL** |  |
| **Number of Full-Time Employees (approx.)** |  |
| **Type of Internship or Title** (e.g.,: general comm; social media; event planning; HR; PR; etc.) |  |
| **Is this internship in person, remote, or a combination?** |  |

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| **Supervisor Name** |  |
| **Supervisor Email** |  |
| **Supervisor Phone** |  |
| **Start/End dates of Internship** |  |
| **Note any days / weeks planned off for semester breaks (or vacation if summer)** |  |
| **Hours of Work per Week** |  |
| **Paid or Unpaid** (This does NOT affect your ability to be approved for credit; info purposes only) |  |
| **How did you find this internship?** (Internship Canvas site, Handshake, LinkedIn, other website, networking, word-of-mouth, etc.) |  |

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| Academic INFORMATION | |
| **Level** (second year, third year, fourth year, etc.) **NOTE:** To qualify for CMN 304, you must have completed a minimum of 45 credit hours and 12 credit hours in the CMN major. |  |
| **GPA** (overall, cumulative) |  |
| **Total number of earned credit hours** |  |
| **GPA** (CMN major) |  |
| **Total number of earned CMN hours** (also list names of courses with titles: e.g.: CMN 211 Business Communication) | **Total CMN hours:**  **List of classes with course names:** |
| **Hours previously earned in CMN 304** |  |
| **Background, activities, areas of interest** (Note experiences and educational opportunities you have had or are currently engaged in that relate to your Communication major and your pursuit of a career in a communication-related field. Includeother internships, employment, volunteering, or other activities. Explain how this internship may fit with your career interests and goals. Why are you interested and why do you qualify? Use as much space as you need. This should be thorough and detailed.) |  |

**In the following section, be as thorough as possible in your responses and pay particular attention to how this internship fits with your educational and career goals.**

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| **Educational Objectives (**Note how this internship will assist you in your educational goals. What do you hope to learn and how does it tie to your CMN major? Be as specific as possible because your performance will be measured on how effectively you meet these goals. List as many as you desire but include at least 3. | The internship experience I propose will help accomplish the following educational goals:  1.  2.  3.  Etc. |
| **Internship Activity** (Please note the specific internship requirements and activities you will perform. **Attach a copy of the position description or copy and paste it into this document.** These activities must support the educational goals you listed above.) | My activities to accomplish the above educational goals are as follows:   1. List All activities and work requirements – as many as specified to you 2. Etc. 3. etc |

**PUT AN “X” BEFORE THE STATEMENT BELOW TO INDICATE YOUR UNDERSTANDING OF -- AND AGREEMENT TO -- THE FOLLOWING TERMS:**

**\_\_\_\_\_** I will be responsible to [**insert supervisor’s name**] who will be my supervisor at [**organization**], and to Leanne Cunningham, who will be my faculty sponsor at the University of Illinois, Department of Communication, and who will oversee my academic assignments. If this internship proposal is approved, the specific assignments and the amount of academic credit in CMN 304 will be determined in consultation with my faculty sponsor. 50% of my grade is determined by my internship supervisor; the other 50% by my faculty sponsor. A passing grade must be earned for BOTH the coursework and the internship performance or credit will not be awarded for CMN 304 (i.e., a failing grade in either means a failing grade in the course as a whole). If I choose to drop CMN 304 for any reason by the usual semester drop date, I must inform both my faculty sponsor and my internship supervisor in advance of the drop. Otherwise, I must complete the semester to the due dates agreed upon between me and my internship supervisor, or fail the CMN 304 course.

If I have any questions, concerns or need assistance I will be able to contact the Internship Program Director, Leanne Cunningham, at [leannemc@illinois.edu](mailto:leannemc@illinois.edu)

**ONCE YOU COMPLETE THIS FORM, PLEASE SUBMIT IT THE APPROPRIATE “ASSIGNMENT” ON THE CMN INTERNSHIPS AND CAREERS COURSE ON CANVAS.**

**YOU WILL BE NOTIFIED BY EMAIL IF YOUR PROPOSAL HAS BEEN APPROVED FOR ACADEMIC CREDIT. FURTHER INFORMATION WILL BE PROVIDED AT THAT TIME.**