

# MCOM and IMC Internships

Time to take on the challenge  
of a great learning experience!

# Are you ready?

- MCOM students must have completed
- IMC students must have completed

# First Step – The internship Application

- Students must fill out an internship application.
- This form says you intend to intern and lists
  - Personal information, including your resume
  - Classes taken
  - Possible direction of your internship quest
- This application will be checked and signed, and if everything is in order, you will be notified that you are set to begin your search for an internship.

# Internship Hours

- 1-hour credit = 135 hours
- 2-hour credit = 200 hours
- 3-hour credit = 300 hours

1. You only need a 1-hour credit. If you take a 2-hour or 3-hour credit course, you will have to pay tuition for those hours!
2. You must schedule your internship for 10 weeks (If you will be in a big city outside of the Carolinas, you may do an 8-week internship due to apartment rental costs.)
3. You will be under Winthrop Workman's Compensation insurance (if it is an unpaid internship) and so your agreement has to reflect the specific number of hours for which you are registered. Figure out the hours/week.
4. Our (Winthrop) agreement will end at your 135 hour mark. You can work more (if that is a part of the internship), you will just continue after the official internship has ended.

# Next step -- begin your search for a great internship

- Look in the appropriate book (broadcast, print, or IMC) in the office. These are automatically approved placements. *Note: The IMC book is divided into local area, Charlotte, US and international opportunities.*
- Check EagleLink for announcements about available internships. *These will have to be “checked out” for rigor and relevance to MCOM and IMC.*
- Check online for internships, but stick with recognizable companies. *These will have to be vetted and contact made with supervisor before they are approved.*
- Talk to other students who have completed internships, family members, faculty.

# What a placement must have/provide to you

- You must work in a business office – not an office in someone's home office and not in your own home.
- You must have your own work space.
- You must work under a supervisor who is qualified to teach you something in your respective field – we will need his/her title or other qualification, such as a degree or experience in his/her field.
-

# Why a placement you find on your own might not be approved

1. The company does not appear to be legitimate.
2. You do not have a work space in a business setting.
3. Your supervisor does not seem to be qualified to give you a great learning experience.

# Eureka! You found a great fit!

1. Call/contact the placement and set a time/date for an interview.

2. Prepare for the interview by researching the placement.

- Online

- Student reports in the file cabinet in resource room  
next to the office

3. Go on the interview

- Dress to impress

- Be professional

- Get the internship!



# Now to the Internship Agreement

- Access and print the Internship Agreement from the MCOM website.
- Fill out your part.
- Get your internship supervisor to fill out his/her section.
- Bring it to the office for verification, approval signatures, and course registration.

# Your responsibilities

# Your supervisor's responsibilities

# Your faculty advisor's responsibilities

# 10 Things to do before you leave your internship

1. Thank people.
2. Get feedback on your performance.
3. Talk to people about your future plans.
4. Update your resume.
5. Reflect on the experience
6. Get contact information for people with whom you want to stay in touch.
7. Ask for reference letters.
8. Get copies of your work.
9. Remind your supervisor to fill out and send in your evaluation.
10. Gather the information concerning the company that you will need for your final 10-page internship report. (See the guidelines)