

TCOM POLICIES AND PROCEDURES FOR INTERNSHIPS

1. The Department of Telecommunications considers student internships a privilege offered to all TCOM majors and minors. TCOM 391 is not required in any TCOM academic program; the TCOM Internship Coordinator MUST approve all internships and TCOM 391 enrollment.
2. Internships and TCOM 391 are available only to approved telecommunications majors and minors with 125 or fewer hours toward graduation.
3. No student may earn more than a total of 6 credits in TCOM 391. Freshmen and sophomores may earn 1-2 credits; juniors and seniors may earn 1-6 credits.
4. All internships and all enrollments in TCOM 391 must be approved by the TCOM Internship Coordinator. Students may not begin an internship until an application is approved. Enrollment in TCOM 391 will not be approved if a student already has begun an internship, or already has completed an internship. Each student must submit a letter or e-mail from the internship supervisor detailing the student's start and stop dates, total work hours, and job duties and responsibilities.
5. TCOM majors and minors may not exceed a total of 15 credits in any combination of TCOM 391, 397, 399, and 497. TCOM 391 does not substitute for a course offered by the department.
6. The maximum number of credits earned in a particular semester for TCOM 391 is based on the number of hours per week involved in the experience. Students are not required to enroll for the maximum number of credits permitted in TCOM 391. To earn the maximum, however, students are expected to work a minimum of:
 - 70 hours per semester for 1 credit hour in TCOM 391
 - 140 hours per semester for 2 credit hours in TCOM 391
 - 210 hours per semester for 3 credit hours in TCOM 391
 - 280 hours per semester for 4 credit hours in TCOM 391
 - 350 hours per semester for 5 credit hours in TCOM 391
 - 420 hours per semester for 6 credit hours in TCOM 391
7. After completing an internship, students must submit to the TCOM Internship Coordinator a paper (three pages maximum) addressing the following topics:
 - What you found valuable about the internship experience and whether you encountered any problems.
 - Which TCOM courses and activities outside the classroom best prepared you for the experience.
 - Any topics or projects that could be added to TCOM courses that you feel would be beneficial to other students planning an internship.
8. Students enrolled only in TCOM 391 in a particular semester are eligible to pay off-campus fees, and must register for an off campus section of TCOM 391. Students enrolled in TCOM 391 together with one or more hours on campus must pay on-campus fees and register for an on-campus section of TCOM 391. On-campus or off-campus status is determined at time of registration and may not be changed within a semester.
9. Scholarships and financial aid may be used for TCOM 391. The Molly Dailey Internship Travel Grant is offered exclusively to students enrolled in TCOM 391. Application information is available online.

This TCOM POLICIES AND PROCEDURES FOR INTERNSHIPS is considered part of the TCOM 391 Internship application. A copy signed by the student applicant must be submitted to the TCOM Internship Coordinator.