**219.311 Communication Internship**

**FAQs**

**Please note**: Being accepted into the Internship requires significant planning and cannot be achieved within a few days.  Please plan ahead since the necessary arrangements may take longer than you think.

**What Does the Internship Require for Entry?**

You need:

1. To be at least halfway through your Bachelor of Communication degree
2. A GPA (grade point average) of at least a B minus on average in your study to date (sometimes people have been admitted into the Internship if they had a poor first year but have done much better in their second year.)
3. A host organisation that has agreed to take you on as a Communication Intern
4. An academic supervisor from the School of CJM who has agreed to mentor you.

**What Steps Do I Need to Take?**

1. Contact your campus’s Student Central or the CJM Academic Administrator (contact details below) to find out if your GPA is sufficient.
2. Find an organisation that appeals to you as a possible host for your internship. Ideally you should identify such a place in the first instance as you are the best judge of what kind of work attracts you.

However, if you are having difficulty in finding a place your campus’s Internship Course Coordinator may be able to assist you.

1. There is an introductory letter on the Internship site that you are welcome to adapt if you are pitching your possible internship to an organisation. Please talk to the Internship Course Coordinator for your campus before you make any formal approach to a possible host organisation.
2. If an organisation is interested, send them a copy of the university’s standard legal contract for internship supervision that you can also find on the site. This contract provides an official indemnity by which Massey covers the host enterprise for the period of your internship and in it the host agrees to supervise you appropriately.
3. If your host enterprise is not familiar with the Massey Communication Internship, you can also send them an Information Sheet for Potential Hosts that you will find on the site.
4. Once your host organisation has signed the legal contract, email your campus’s Internship Course Coordinator for 219311 who can then sign it once the host has done so.
5. In parallel with this process, you need to approach an Academic Staff member from the CJM School to supervise your study. This person may be your course coordinator or lecturer from an earlier course and someone whom you can relate well to.

**Whom Do I Contact if I Need Assistance?**

If at any time you need assistance please contact the CJM Academic Administrator: Ms Claudia Silva, Phone 04 801 5799 extension 63758 Email: C.Silva@massey.ac.nz

Ms Silva will advise you if you need to complete any more required documentation.

**How Long Does the Placement Last?**

Your internship will usually be conducted during a semester for one day a week for 12-15 weeks or, alternatively, for 12-15 days in a block of time, usually during the semester break.

**What Assignments Will I Complete And When Are They Due?**

Well before you commence your internship you meet with your internship Academic Supervisor to discuss which of the available assignments in 219311 you are to complete and their due dates.

This academic study agreement is in addition to the legal contract that your host enterprise and Internship Course Coordinator sign.

**How Will I Be Rated by My Workplace?**

You need a satisfactory workplace report. You will not be given an academic grade by the professionals at your workplace but your workplace supervisor will be asked for detailed feedback. If you behave inappropriately for the industry setting or you are constantly late, or do not show up regularly, your supervisor may give you an unsatisfactory rating.

Your host enterprise is informed at the outset of the placement that they have the right to terminate your placement if your behaviour is unprofessional.

**How Should I Conduct Myself During The Placement?**

You should remember at all times that an internship is a privilege. Not only are you responsible for your own and your family’s reputation, you will also have an impact on the reputation of Massey University and its past and future students. Presenting yourself as a well-informed, hardworking, eager and responsible person is essential for the future well-being of the internship programme. We rely upon you to ensure that the reputation of the Communication programme and the University is strengthened rather than undermined.

Confidentiality is crucial, both within and outside the workplace. You should be completely discreet at all times and remember that gossip should not be repeated. You may form your own opinions about your workplace, but do not be publicly negative.

If you have problems please discuss them with your academic supervisor immediately and they will assist you to work out how you should handle these problems.

Everything you observe in the workplace is **strictly confidential**, with the exception of the information you provide to your academic supervisor (who will also keep it confidential), or any feedback you may supply to the workplace as part of an assignment. Anything you write concerning your host organisation must be written in such a way that it is presented generically and cannot be identified.

**How Early Should I Apply For An Internship Placement?**

Early (by week 6) in the semester **before** you wish to undertake a placement. The process of finding an academic supervisor and placement may take longer than you expect.

**What is The Role of the Internship Course Coordinator On My Campus?**

The Course Coordinator ensures that you are properly insured via Massey’s standard legal contract and that staff at your host placement have signed the contract detailing your role and obligations as an internship student, and their obligations as an internship student host.

**Will The Internship Lead To a Job?**

There is absolutely no guarantee or undertaking whatsoever, by either placement hosts or Massey University, that an internship will lead to an offer of work. The purpose of undertaking an internship is to better equip you to understand the value and relevance of your academic learning to workplace situations, and to develop your abilities to adapt your academic learning to workplace realities and integrate practice and theory. All of these skills will make you more employable, but there is no expectation that the internship will necessarily lead to a job.