Internships for TECM Course Credit

Internships provide an opportunity to apply knowledge and skills gained in course work in the workplace and to acquire hands-on professional experience with professional supervision before graduation. Both undergraduate and graduate students in the Department of Technical Communication pursue internships for course credit. This is an option for BA and BS majors (TECM 4920) and a requirement for MA students (TECM 5640).

Requirements

Although the Department of Technical Communication advertises positions, invites potential employers to campus, and helps students prepare job application materials, students are ultimately responsible for identifying and securing their own internship positions.

A position qualifies for course credit when it meets the following criteria:

- advertised as a position in (or directly related to) technical communication (e.g., technical writing/editing, content development/management, web design/development, or UX design/research)
- provides a minimum of 200 work hours for 3 course credits, equivalent to 10 weeks working 20 hours per week or 5 weeks working 40 hours per week. The minimum for 6 course credits is 400 work hours, equivalent to 10 weeks working 40 hours per week.
- allows on site work with a direct supervision (no contract work, no volunteer work, no working off site or remote work)

Students must submit the information above, including the supervisor’s name and contact information, to the Department’s Director of Corporate Relations to obtain approval to enroll in an internship course.

After approval, a student must follow these guidelines to earn a grade for the internship course:

1. **A student must submit two reports to the Director via email**: one at the mid-point and one at the end of the internship. These reports should include information about the student’s work, an evaluation of what they have learned, and samples of their work products. If work products are proprietary, the student must contact the Director so the Department can work with the student’s supervisor.

2. **The student’s supervisor must submit two confidential evaluations of his/her work to the Director via email**: one at the mid-point and one at the end of the internship. The supervisor must verify the student worked on site and the number of hours worked per week. The student is responsible for informing his/her supervisor of these deadlines and requirements.

3. **The student will give a formal presentation of work products and his/her internship experience**: The faculty members and students in the Department will be invited to attend. The student is responsible for working with the Director to schedule the presentation before the end of the term in which a grade is to be assigned.

For Undergraduate Students (TECM 4920: Cooperative Education in Technical Communication – 3 credit hours)

Although students may enroll in the internship course in any semester, if they are not enrolled in any other courses during that term, a student may not be eligible for financial aid because he/she will not be registered at least half-time (6 credit hours). Thus, summer is the ideal time for undergraduate students to enroll in the course.
Enrollment in an internship during fall or spring terms, when it reduces the number of course credits completed during those terms may also negatively affect an undergraduate student’s eligibility for the Eagle Express Tuition Plan, up to a $3,000 credit for graduating “on time.”

For Graduate Students (TECM 5640: Practicum in Technical Communication – 6 credit hours)

To be eligible for the practicum, students must have completed the majority of their graduate TECM coursework and have earned a B or higher in all TECM courses.