

# Internships for TECM Course Credit<sup>1</sup>

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: Cooperative Education in Technical Communication – 3 credit hours) and a requirement for MA students (TECM 5640: Practicum in Technical Communication – 6 credit hours).

## Requirements to Enroll

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 (TECM 4920), equivalent to 10 weeks working 20 hours per week or 5 weeks working 40 hours per week.  
OR
- provides a minimum of 400 work hours for 6 course credits (TECM 5640), equivalent to 10 weeks working 40 hours per week
- provides direct and regular supervision by a specific, qualified employee of the company

In addition, to be eligible for TECM 5640, graduate students must have completed the majority of their graduate TECM coursework and have earned a B or higher in all TECM courses.

To enroll in an internship course, students must submit all of the following to the Department's Director of Corporate Relations.

- the position description or job ad
- the name and contact information for the supervisor
- the start and end dates for the position

## Director of Corporate Relations

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<sup>1</sup> Last updated December 6, 2020.

## Requirements After Enrollment

After approval of the internship and enrollment in TECM 4920 or TECM 5640, a student will see the course in Canvas at the start of the enrollment term. To earn a grade for the internship course, the student will meet the following requirements.

### Submitting Status Reports

A student must submit two reports to the Director via assignments in Canvas.

- Midterm Status Report
- Final Status Report

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.

More information about the requirements for these reports and their specific due dates for each term will be found in the assignment descriptions on the Canvas course site.

### Ensuring Supervisor Evaluations

The student's supervisor must submit two confidential evaluations of his/her work to the Director: one at the mid-point and one at the end of the internship. The supervisor must verify the number of hours worked.

The specific due dates for each term will be found on the Canvas course site. The student is responsible for informing his/her supervisor of these deadlines and requirements although the Director will contact supervisors directly when the evaluations are due.

### Sharing Internship Experiences

The student will submit a video presentation of work products and his/her internship experience.

The student will record a dry run of the presentation in Week 12 and then meet with the Director to discuss it. Students who complete an internship in the summer will do the dry run in Week 8. The student may be asked to revise the video presentation before the end of the term. More information about the requirements for these reports and their specific due dates for each term will be found in the assignment descriptions on the Canvas course site.

## Other Important Information

Students should be careful to understand the financial implications of enrollment in an internship course.

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. Thus, summer is typically 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 special tuition plans. See UNT's financial affairs office to get specific details.