

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: 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
- allows on site work with a direct supervision (no contract work, no volunteer work, no working off site or remote work¹)

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.

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.

Director of Corporate Relations

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¹ Because of the pandemic, remote work arrangements can be approved with sufficient evidence of direct supervision by a specific, qualified employee of the company.

Requirements After Enrollment

After approval of the internship and enrollment in TECM 4920 or TECM 5640, a student must follow these guidelines to earn a grade for the internship course.

Submitting Status Reports

A student must submit two reports to the Director via email.

- 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 student worked on site (except during the pandemic) and the number of hours worked per week.

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 give a formal presentation of work products and his/her internship experience in Week 13 or 14 of the semester. The faculty members and students in the Department will be invited to attend.

The student is responsible for recording a dry run of the presentation in Week 12 and then meeting with the Director to discuss it. Students who complete an internship in the summer will do the dry run in Week 8 and then the formal presentation in the fall semester.

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 the Eagle Express Tuition Plan, up to a \$3,000 credit for graduating "on time." See UNT's financial affairs office to get specific details.