

**Department of Communication & Creative Arts
Internship Application**

ELIGIBILITY:

1. Students must be at least Juniors (class 5 or higher), in good academic standing, with a "B" average or higher.
2. Students must have at least six credit hours of class work in the internship related program (e.g., two courses in TV production or two courses in public relations).
3. Students are required to prepare a resume: one copy will be submitted to the Faculty Internship Coordinator and another will be presented to the Agency Internship Supervisor.
4. Students must have the approval of the major advisor and the faculty internship coordinator before signing up for an internship.

TO BE COMPLETED BY STUDENT:

Full Legal Name: _____
(Type or Print) Last First Middle PUC ID Number

Present Address: _____
Number and Street City State Zip Code

Home Phone Number Cell Phone Number Work Phone Number

Email Address: _____

Semester in which you plan to enroll for internship: _____

Degree major: _____

Total credit hours completed: _____ Total credit hours completed in major: _____

Total credit hours completed at Purdue University Calumet (transfer students only): _____

Grade Point Average: _____ Grade Point Average in major: _____

Geographical preference for internship (e.g., Northwest Indiana, Chicago, etc.): _____

Your professional goals and reason for internship (please be specific):

Company or station with which you prefer to intern (please be specific – describe nature of company, department, or station):

Applicant's Signature Date

APPLICATION PROCESS:

1. Make an appointment with the Faculty Coordinator, Professor Milan Dakich, 116 D Porter Hall. Phone (219) 989-2630. The appointment should occur during the beginning of early registration for the subsequent semester. Student should bring completed Internship Application to the meeting.
2. After discussion with the Faculty Coordinator, student will schedule interviews with prospective business/industry contacts.
3. Once an internship position is approved, the "Internship Agreement" form must be completed and signed by (1) the student, (2) the agency supervisor, and (3) the Faculty Coordinator.
4. When an internship application and agreement has been submitted, the requisite paperwork will be complete, and the student will enroll in COM 490 for the subsequent semester.