

INTERNSHIP ASSIGNMENT INSTRUCTIONS GRADUATE 4-CREDIT INTERNSHIPS

Graduate Students who register a 4-CR internship with AUP are REQUIRED to complete a series of assignments to clear the incomplete grade for their internships:

1. Student Internship Evaluation and Assignment Submission webform (found [here](#))
2. Internship Report (Includes the following sections):
 - a. Cover Sheet
 - b. Table of Contents
 - c. Organizational Overview
 - d. Internship Roles
 - e. Relationship of Internship to Course Material/Relation to Theory
 - f. Conclusion
 - g. Bibliography
 - h. Appendices of Supplementary Material
3. Informational Interview
4. Updated CV or Resume
5. Employer evaluation request (not graded)

Internship assignments are required of all students by AUP academic policy and by French law.

The purpose of the assignments is to give students a framework to summarize what they learned and observed at the internship, and to connect their future goals and endeavors with their internship and academic experience. If students run into difficulties completing a part of the assignments, they are encouraged to propose a creative or original solution when confronted with this challenge and to contact the internship office (internship@aup.edu) for guidance.

The Internship Office STRONGLY advises students to start thinking about their assignments before the internship has actually ended so that they gather information and arrange their informational interview more easily.

4-Credit Graduate Internship Assignments:

1. Student Internship Evaluation and Assignment Submission Webform

[Click here to access the form.](#) Note: You will also submit your assignments using this webform.

- a. The aim of this exercise is for you to reflect on your internship experience:
 - i. To compare your expectations with actual results.
 - ii. To assess whether you feel better equipped to enter this field/industry as a result of this internship.
 - iii. To consider how the experience contributed to your future choices (next internship, graduate school, career, etc.).
- b. Submission requirements:
 - i. You must submit a webform that includes internship evaluation questions.
 - ii. Make sure you answer the reflective prompts with at least five full sentences.

2. Internship Report

The report reflects your internship and its relationship to your studies: namely, how has the theoretical knowledge you acquired in your courses prepared you for this professional experience? How has this professional experience impacted your understanding of the subjects you have been studying? Finally, did any aspects of your internship surprise you based on what you have learned, and if so which ones?

Length of Internship Report:

15 pages. The report must include a cover sheet, a table of contents, and a bibliography. These items are not included in the 15-page count.

HOW TO ORGANIZE YOUR INTERNSHIP REPORT

Use the list below as a checklist to make sure you include all the information and pieces of the report in your portfolio.

1. Cover Sheet

- a. (see Annex I for template).
- b. The cover sheet does not count towards the 15-page count.

2. Table of Contents

- a. The table does not count towards the 15-page count
- b. Be sure to indicate the major sections of the report.

3. Organizational Overview

This should include the name of the company or organization, a detailed description of its activities, and the function of the particular department in which you are working. What are the company's main outputs? What seem to be its strengths and weaknesses? Is the organization part of a larger group, and if so, how does this structure influence how decisions are made?

4. Internship Roles

Please comment on your role as an intern. State the number of hours worked per week, the number of credits to be earned, where and when you were working, the projects/tasks you were working on and the practical skills and tools used.

5. Relationship of Internship to Course Material/Relation to Theory

In this section, please relate your experience of the workplace to the material covered during your studies. Describe how the course material you covered applied to your work. How did your MA course material help you to analyze your position in the workplace?

6. Conclusion

Here, please detail what you learned from the internship, and provide an overview of the company from your perspective as an MA student soon to be seeking employment. How has your experience in this company had an impact on how you see yourself, any aspiration you may have to work in this industry, and the direction for your future career?

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7. Bibliography

- a. Footnotes throughout the report, as well as the Bibliography, should follow the format required for research in your field.
- b. This section does not count towards the 15-page count.
- c. If you have questions about how to format this, contact your faculty reader, the [AUP Library](#) or the [Academic Resource Center \(ARC\)](#).

8. Appendices of Supplementary Material

This section is not compulsory. Please attach any materials specifically related to your experience. These extra materials are considered as separate from the total of 20 pages required for the report and interview.

REPORT LAYOUT AND SPECIFICATIONS

- i. Written in English
- ii. A4 paper format
- iii. 1" margins top, bottom, left, and right
- iv. Times New Roman font size 12 or Arial font size 12
- v. Line spacing of 1.5. Do NOT add extra spaces between paragraphs.
- vi. Add page numbers to the footer of the document
- vii. Save in PDF format

3. Informational Interview

Students must submit a written 4-5-page summary of an interview with a relevant professional as part of their portfolio. This provides an opportunity to acquire information useful in the formulation of career plans. Students may select the professional supervising their internship or others in the same company or field, but they may not interview family members.

Please see the guidelines below for examples and ideas of what to discuss during the interview.

a. Informational Interview Guidelines

i. RECOMMENDED PROCEDURE

1. Call or write directly to request permission to interview your contact. You should inform them of the interview's purpose and approximately how much time it will take. Schedule an appointment (in person or remote).
2. Prepare the interview by making a list of questions (see below). Please avoid personal questions.
3. Be on time for the interview. Ask for permission to take notes or record the interview should you wish to do so. If discussing confidential information, make sure that the contact understands that the written summary will be read exclusively by members of the AUP community.
4. Within a week following the interview, send a note to your contact to express thanks for their time, consideration and ideas. Send them a copy of the interview if he or she wishes to receive one.
5. It is important to aim for a written copy of the interview that is informative and interesting, and which clearly sums up the interviewee's responses.

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ii. **SUGGESTED QUESTIONS FOR INFORMATIONAL INTERVIEWS:**

Select the questions most appropriate to the person you are interviewing, or create some of your own.

1. How did you get involved in this line of work?
2. Are any degrees or qualifications required or recommended for this position?
3. In your opinion, what are some key skills and personality traits needed to succeed?
4. How many hours a week do you work? Is it common to bring work home?
5. How much variety is there in your work? How much specialization?
6. What is a typical day like? A typical week?
7. What are the most difficult problems and decisions you have ever faced? What about weekly decisions/problems?
8. Does this job have any travel obligations?
9. Are there any civic or social obligations that go with this job?
10. Is it easy for someone in this field to move to another location?
11. In your opinion, what is the best thing about this job? The worst?
12. How visible are you in this job?
13. What trends do you see happening in your field?
14. What is a typical starting salary? What can someone expect to earn after five or six years of experience?
15. Are there ways to “try out” this line of work, i.e. internships, summer jobs, part-time work?
16. What is the supply/demand situation in this field?
17. What do you wish you had known when you began your career?
18. What advice would you offer to a recent graduate interested in working in this field?

b. Document layout and specifications

- i. Include the following information in the header:
 1. First Name, Last Name, Student ID number
 2. Internship Assignments: Informational Interview
 3. Name of Interviewee, Company Name, Role at the Company
- ii. 4-5 full pages
- iii. Written in English
- iv. A4 paper format
- v. 1” margins top, bottom, left, and right
- vi. Times New Roman font size 12 or Arial font size 12
- vii. Line spacing of 1.5. Do NOT add extra spaces between paragraphs
- viii. Page numbers in footer
- ix. Save in PDF format

4. Updated Resume or CV

A resume or CV is a document that summarizes your education, experience, and skills. Make sure your resume or CV includes the internship tasks and responsibilities from the internship you just completed.

a. Document layout and specifications

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- i. 1-2 pages
 - ii. Written in English
 - iii. A4 paper format
 - iv. Save in PDF format
- b. Scroll down to the bottom of [this page](#) for examples of sample resumes and suggested templates. You may also wish to consult this [sample CV](#) or [video](#) put together by the ACE Center.

5. Employer Evaluation Request

By submitting the student evaluation form, you trigger an automatic email to your internship supervisor prompting him/her to fill out the online employer evaluation and comment on your performance during the internship.

The internship office recommends writing to your supervisor after you submit the form to let them know that you have sent them an employer evaluation, and request that they fill it out.

Students will not be held academically responsible if the employer does not complete the employer evaluation, or if the employer refuses to participate in the informational interview.

Assignment Submission Deadlines

Internship assignments are due **one month** after the internship's official end date.

For example, if your internship ends on March 15, your assignments are due on April 15 **at the latest**.

All materials (organization summary, interview, & CV) except the employer evaluation form must be saved as individual documents (PDF format). All materials must be uploaded and [submitted via the online student evaluation web form](#). Emailed assignments will not be accepted for grading.

After the student submits the online student evaluation webform, the Internship Office will download all documents and share them with the faculty reader for grading. Faculty readers submit internship assignment grades via a webform (the Internship Office shares this webform with faculty via email).

Student grades will remain as Incomplete until their assignments have been graded.

Grades:

A letter grade is awarded for the completion of this internship.

The internship portfolio is a serious piece of academic work. The importance of the internship does not necessarily correlate to your specific tasks and responsibilities, but rather what you learn about the organization and how you transform what you learn into a thoughtful, reflective piece of research.

A – Excellent. The portfolio demonstrates a comprehensive and solid understanding of the relationship between communication theory and how it applies to the organization's industry. The work presents thoughtful interpretations, well-focused and original insights, and well-reasoned commentary and analysis. The work includes skilful use of resource materials, anecdotes or examples, and clear writing, and contains no grammatical or typographical errors.

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B – Good. The portfolio demonstrates a complete and accurate understanding of the relationship between communication theory and how it is applied in the organization’s industry. The work presents a reasonable degree of insight and broad levels of analysis. The work reflects competence, but remains at a general or predictable level of understanding. Use of resource materials and examples is appropriate, and writing is clear.

C – Adequate/Fair. The portfolio demonstrates some understanding but remains superficial, incomplete, or expresses some significant errors or weaknesses. Communication theory may be used inadequately or inappropriately and arguments lack concrete, specific examples. Writing may appear vague, hard to follow, or loaded with typographical or other technical errors.

D – Unsatisfactory. This portfolio demonstrates a serious lack or error in understanding, and fails to express the most rudimentary aspects of communications theory. Sources may be used entirely inappropriately or not at all, and writing is seriously deficient.

F – Failed. Work not submitted by the deadline.

Late Submissions and Non-submission of Assignments

Students who do not turn in assignments by the deadline will be sent an overdue notice. If assignments are not submitted within two months of the submission deadline, the internship grade is automatically be changed from “IN” (incomplete) to F.

If a student needs to request an extension due to exceptional circumstances they must contact the Internship Office and their faculty reader **before** the initial internship deadline. Extensions will be approved or denied on a case-by-case basis.

Evaluation Criteria:

- Meeting administrative and academic (learning objectives) requirements.
- Meeting academic writing standards.
- Meeting professional and ethical behaviour expectations.
- Meeting the deadline.

Note: Faculty readers do not grade the employer evaluation. Students will not be held academically responsible if the employer does not complete the employer evaluation, or if the employer refuses to participate in the informational interview.

Confidentiality

When preparing your report, please be aware of any confidentiality or non-disclosure agreements you may have signed with your organization. Indeed, employers may ask interns to sign confidentiality statements, which may have a bearing on what information you may disclose in your internship report and elsewhere. If this is the case, individuals and client corporations may be described rather than named, and projects may be recounted in general terms rather than specific details.

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Students with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office and/or their faculty reader to make sure they fully understand the terms and conditions of the agreement.

Plagiarism

The report and all related documents may be inspired in part by the organization's corporate literature, but the bulk of the project must be the student's own. **Students who draw heavily from other sources without proper citation will be subject to university disciplinary action.**

AUP Library Resources

AUP students benefit from remote access to AUP library databases, but these databases are intended for non-profit educational use and are for the student's personal research only – NOT for research requested by the employer as part of the student's internship duties. Please contact the AUP Library for further clarification: library@aup.edu

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Annex I: Cover Sheet Template

**MASTER'S DEGREE STUDENT
4-CR INTERNSHIP PORTFOLIO**

First name, last name:

Student's ID number:

Internship semester & year:

Number of credits: 4-CR

I am submitting the assignments in order to obtain credit for my internship at: _____.

Check-list:

Internship report (____ pages)

Informational interview (____ pages)

CV/Resume

-- Assignments submitted to faculty advisor (indicate name): _____

Date : _____

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