

Master of Arts in Global Communications (MAGC) students who register an 8-CR internship with AUP are REQUIRED to submit an internship portfolio to clear the incomplete grade for their internships:

1. Student Internship Evaluation and Assignment Submission webform (found [here](#))
2. 5-week (“Mid-Point”) Note
3. Internship Portfolio (Includes the following sections):
 - a. Cover Sheet
 - b. Table of Contents
 - c. Project Summary
 - d. Organizational Overview
 - e. Organizational Analysis/Brand Audit
 - f. Relationship of Internship to Course Material
 - g. Conclusion
(Appendix)
 - h. Informational interviews
 - i. Weekly journal
 - j. Supplementary material
 - k. Mid-point note
4. 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) and their assigned faculty reader 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.

8-CR MAGC Internship Portfolio:

1. Student Internship Evaluation and Assignment Submission Webform

[Click here to access the form.](#) Note: You will also submit your internship portfolio 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 prompts with full sentences.

2. 5-week (“Mid-Point”) Note

- a. Five weeks into your internship, you must submit a mid-point note outlining the nature of your responsibilities and your initial thoughts on the organization in which you are working. For internships that are longer than 10 weeks, 5 weeks will not be the mid-point of your internship. However, please submit the note during your fifth week of interning regardless.
For example, if your internship starts on August 30, 2021, your mid-point note will be due five weeks later between September 27, 2021 and October 1, 2021.
- b. In the note you should address any projects you are working on and how they relate to issues covered in your courses. You may also discuss any goals you would like to achieve during the remainder of your internship. In compiling this note, you are expected to draw upon your weekly journal.
- c. The note should be between 3-5 pages long.
- d. Send the mid-point note to your faculty reader by email.
- e. The mid-point note will also be included as appendix of the final report

3. Internship Portfolio

The internship portfolio is the culmination of your internship experience. It is more than an account of your time in an organization. It is a descriptive and analytical document in which you specifically connect the knowledge and skills you have acquired during your MA degree to your experience in the workplace.

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? Based on what you learned, did any aspects of your internship surprise you, and if so which ones? Finally, how has this professional experience impacted your understanding of the subjects you studied?

HOW TO ORGANIZE YOUR INTERNSHIP PORTFOLIO

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 overall 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 (sub headers are optional).

3. Project Summary

Provide a short summary which outlines the subject of the attached report and the contents of the analyses. It should be written in a style that is accessible to an informed non-academic audience. This section should be two pages in length.

4. 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. In addition, you should 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, and the sorts of practical skills and tools used. How does an intern fit in? This section should be two pages in length.

5. Organizational Analysis/Brand Audit

What are the company's main outputs? What seem to be its strengths and weaknesses? Where might it expand – and where might it be falling behind the competition? When analysing the organization in which you worked, you should provide a critical reading of the corporate literature, paying particular attention to their communication plans (internal/external.) This section should be ten pages in length.

6. Relationship of Internship to Course Material

In this section, relate your experience in the workplace to the material covered during your Global Communications studies. You are asked to contextualize your internship experience not only in relation to the practical skills you have learned, but also in relation to theories regarding the role that communication plays in society. How did the course material you covered relate to your work? How might one theorize or conceptualize the kind of work you were asked to carry out? Consider how your MA course material might help you analyse your position in the workplace. Discuss the material's relevance to your work experience. You are expected to make specific connections with and references to material covered in your core courses. This section should be ten pages in length.

7. 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? This section should be two to four pages in length.

APPENDICES

8. Informational interviews

This section involves a critical account detailing an interview of two or more key employees in the company; if possible a person from senior management and a co-worker. You may also interview your immediate supervisor. (If possible, schedule these interviews as you are being hired.) Please see suggested questions in this package. The aim is to get a feel for the career paths of individuals working in the company. How did your interviewees develop their chosen careers? What advice do they have for you? As a conclusion to these interviews, what did you learn? Do you see these individuals as mentors? This section should be six pages in length.

9. Weekly journal

In a sense you are doing some ethnography here, a piece of qualitative research for yourself that you are unlikely to have the time or opportunity to do at other moments during your working life. What are your expectations as you begin? What are you learning? How does your company fit into the field at large, in terms of its communicative strategy and goals, operations and products? Focus on process and, eventually, outcomes. Question your colleagues to gain more insight. Write reflective notes on your experience. This section should be ten pages in length.

10. Supplementary material

This section is not compulsory. Please attach any materials specifically related to your experience – brochures and newsletters you helped produce, printouts of web pages in which you had input,

photographs, etc. These extra materials are considered as separate from the 50/60 pages required for the report itself.

11. Mid-point note

This was submitted to your faculty advisor five weeks into your internship. This section should be between three to five pages.

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

FOOTNOTES AND BIBLIOGRAPHY

Footnotes and bibliography should follow the format required for research in your field.

4. 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.

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.

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.

Assessment Rubric:

Your faculty reader will evaluate your internship experience and report based on the following learning outcomes for the MAGC program.

| MAGC Learning Outcome | Not achieved | Somewhat achieved | Achieved | Well achieved | N/A |
|--|---------------------|--------------------------|-----------------|----------------------|------------|
| (1) Understand and be able to use qualitative and/or quantitative communications research methodologies. | | | | | |
| (2) Be aware of key issues in debates about globalization and their relationship to forms of global media and culture. | | | | | |
| (3) Develop critical perspectives on major concepts and theories in media studies, communications, cultural studies. | | | | | |
| (4) Develop practical competence in a field of contemporary communications. | | | | | |

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.

Students with this type of agreement are encouraged to discuss any questions that may arise with the Internship Office and 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

Annex I: Cover sheet

(include at the front of your report)

**MAGC STUDENT
8-CR INTERNSHIP PORTFOLIO**

First name, last name:

Student's ID number:

Internship semester & year:

Number of credits: 8-CR

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

Check-list:

Internship report (____ pages) including, weekly journal, mid-point note, and informational interview(s).

CV/Resume

Your signature: _____

Date: _____