

## MA 4-CR INTERNSHIPS ASSIGNMENTS

This document provides relevant information regarding Master's 4-CR internship portfolios (MCB students excluded – please refer to the correspondent guide).

### Students are expected to

- Report frequently to their faculty reader and the Internship Office about their progress and their internship experience.
- Provide professional-quality work.
- Comply with the internship organization's policies and procedures while actively engaging in the organization's structure to optimize their learning experience.
- Reflect, from both practical and theoretical perspectives, on work-related issues encountered during their internship.
- Complete all academic and professional requirements and assignments related to the internship.

Requirements for 4-CR internship portfolios	
<b>Cover sheet</b>	See template below.
<b>Updated resume/CV</b>	One or two pages, in English, PDF format, including internship tasks and responsibilities. See <a href="#">AUP's guide</a> .
<b>Internship report (See guidelines in this brochure)</b>	15 pages for a 4-CR internship To be written in English on A4 paper, using Times New Roman font size 12, with a line-spacing of 1.5. Please save in PDF format.
<b>Informational Interview (See guidelines in this brochure)</b>	Write-up of a four-to-five-page informational interview with a colleague or your internship supervisor. To be written in English on A4 paper, using Times New Roman font size 12, with a line-spacing of 1.5. Please include an appendix of the report. Save documents in PDF format.
<b>Student evaluation form</b>	<a href="#">Student evaluation form</a> to be completed online. The aim of this exercise is for you to reflect on your internship experience: to compare your expectations with actual results, whether you feel better equipped to enter this field/industry as a result of this internship, the internship's contribution towards your future choices (next internship, graduate school, career, etc.).
<b>Employer evaluation form</b>	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.
<b>Submission process</b>	
<b>Submission deadline &amp; recipient</b>	One month after the official end date of the internship. Send all documents (except the online student evaluation form and the employer evaluation filled out by the internship supervisor) to: <a href="mailto:internship@aup.edu">internship@aup.edu</a> A hard copy must be given to the faculty reader as well.
<b>Grade awarded</b>	A letter grade is awarded for the completion of this internship.

## **MA 4-CR INTERNSHIPS ASSIGNMENTS**

### **Guidelines for the internship report**

**The following guidelines are suggestions to help you with your internship report.**

The report is a reflection of 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? Did any aspects of your internship surprise you based on what you have learned, and if so which ones? Finally, how has this professional experience impacted your understanding of the subjects you have been studying?

The report is to be written on A4 paper, using Times New Roman font size 12, with a line-spacing of 1.5. **Footnotes and bibliography should follow the format required for research in your field.**

### **RECOMMENDED CONTENT & FORMAT**

1. **Cover sheet** (does not count towards the 15 pages); see template below.
2. **Table of contents** (does not count towards the 15 pages): 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 analyse 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?

### **Appendices**

- **Informational interviews:** *This section is compulsory.* Please see guidelines below.

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- **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.

### **Confidentiality**

**When preparing your report, please be aware of any confidentiality or non-disclosure agreements you may have signed with your organization.** Employers may ask interns to sign confidentiality statements, which may have a bearing on the information you 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/or their faculty advisor** 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.**

### **Library Access**

In addition, students enrolled in MA-level internships 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](mailto:library@aup.edu)

### **Guidelines for the informational interview**

**Interns must submit a written 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.

### **RECOMMENDED PROCEDURE**

1. Call or write directly to request permission to interview your contact. You should inform him or her of the interview's purpose and approximately how much time it will take. Schedule an appointment.
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 the written summary will be read exclusively by members of the AUP community.

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4. Within a week following the interview, send a note to your contact to express thanks for his/her time, consideration and ideas. Send him or her a copy of the interview if he or she wishes.
5. It is important to create a written copy of the interview that is informative and interesting, and which clearly sums up the interviewee's responses.

### **POSSIBLE QUESTIONS FOR INFORMATIONAL INTERVIEWS**

Select the questions most appropriate to the person you are interviewing, and/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?

### **Evaluation criteria**

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

### **Grading**

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.

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**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.

**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.

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### Indications for the cover sheet

#### **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
- ☐ Student evaluation (submitted online)
- ☐ My internship supervisor has completed the employer evaluation online, or
- ☐ My internship supervisor should complete the employer evaluation online soon

☐ I sent an electronic version of my assignments to: [internship@aup.edu](mailto:internship@aup.edu)

☐ Assignments submitted to faculty advisor (indicate name): \_\_\_\_\_

Your signature : \_\_\_\_\_

Date : \_\_\_\_\_