



IMED 2388 • DIGITAL COMMUNICATION INTERNSHIP Policies and Procedures

*Houston Community College Department of Digital Communication, 5601 West Loop South,
Houston, Texas 77081. Phone 713.718.7890. Fax 713.718.7990.*

Rationale

The purpose of placing a student in an on-the-job technical position is to provide the student with the opportunity to gain valuable job experience under the supervision of a professional. The student benefits by applying the facts, theory and expertise that he or she has learned in the classroom while also practicing and strengthening the very important interpersonal communications skills so essential for success in a real world on-the-job setting.

The student thus has the opportunity to learn the true meaning of deadlines, teamwork, verbal and written communication and interactions and how to work on projects to enable a company to realize its goals or increase productivity. Following positive internship activities, the student should be able to use the experience to his or her advantage in finding a job in their field.

An internship is not designed to provide credit for work experience in the student's existing job or to provide the student with a part-time job for additional income.

Industry Participation

Companies who participate serve the student as an advisor while giving professional guidance as a mentor and sponsor. The industry also gains a capable employee. A company is encouraged to participate on a long-range, continuous basis and may renew its commitment to sponsor a student on a semester or annual basis. A company may continue to sponsor students on a year-to-year basis but is not obligated for more than one semester at a time. The industry sponsor should notify the Digital Communication Department of its intention to sponsor a student by completing the Company Sponsor Form.

Prior to the beginning of the new semester, the sponsoring company will be contacted by the HCC professor in charge of the program to determine the industry sponsor's desire to continue or discontinue student sponsorship. If a company continues participation in the program, prescreened student applicants will be referred to the company for possible inclusion in their program. These students will provide the sponsoring company with resume and portfolio materials and, from these applicants, the company may select a suitable candidate for the internship position. Companies are urged to use similar guidelines in selecting the candidate as they would in hiring any employee to work in their organization.

Once the student to participate in the semester program is determined, the sponsor should complete an Individual Sponsor form and return it to the Department of Digital Communication at HCC. The HCC faculty representative will then contact the person designated as the contact person at the company and confirm the details of the internship.

What is expected from the Sponsor?

A position for the student to work a minimum of 192 hours during the semester.

A job description and plan for the student's responsibilities during the internship period. While it is not required, sponsors are encouraged to rotate the internship student through various areas of the company so that they may obtain a broad view of the company and its operations.

Supervision of the student by company representatives and mentoring in the areas that the student is assigned to provide services.

A contact person between the intern and the Houston Community College faculty representative. This person would meet with the faculty representative at least twice during the internship period and be responsible for submitting an evaluation of the intern at the end of the internship period.

Pay for interns is not a requirement to participate in this program, however, sponsoring companies are encouraged to consider that many students are on a tight budget and are working their way through college. If there are additional expenses such as parking, insurance, etc. that the student will be expected to pay, these should be made known to the student prior to he or she accepting the internship.

What is expected from the Student?

A minimum of 192 hours of work for the sponsoring company during the sixteen-week semester.

That they will accept responsibility as any other employee of the company, following the work schedule outlined by the company and being on time for all assignments.

That they will use the skills that they have learned in their classes at HCC to assist the company in a professional manner in all areas that they are assigned.

The student will meet with the faculty instructor on a regular basis and attend workshops and seminars during this internship period. These meetings, seminars and workshops are normally held on a biweekly basis at a time that is determined by the group. Students will be expected to attend these sessions and submit assignments requested.

Students will be required to log-in to the class discussion board each week and provide a report on the previous week's activities. They will also keep a time sheet each week that lists the student's activities for the week and the number of hours worked.

The organization meeting is scheduled for the first Friday evening of the semester. At that meeting the group will select a time that we will hold our regular bi-weekly meetings. These are usually either on a Friday at noon or Saturday morning, depending on the group's work and class schedule.

Finding an Internship

A student enrolled in the Internship program is expected to find his/her internship. There are a number of companies who have cooperated in the Digital Communication Department Internship Program in the past and are willing to accept students in the program. The Internship Faculty Advisor and members of the Digital Communication Department will be happy to assist you in suggesting companies where you might apply, HOWEVER, we do not place you in a job. You must take the initiative to find the job and complete the paper work yourself. It is much the same as applying for a regular position. If you do not take the time and effort to prepare yourself and seek out positions that will provide the experience that you desire, then you cannot expect to find a quality internship.

Keep in mind when looking for the internship that the purpose is to provide students with real world experience in their chosen field. It is not to give academic credit for existing work experience or to provide the student with a part-time income. Emphasis in the internship position should be on new learning experiences and working as a team member.

Usually internship fall into two categories:

1. Formal internship positions. These are internships set up by the company to encourage student to receive a wide range of experiences within their company. These are usually with larger companies and provide excellent experience that looks great on your resume', however these type of positions do not normally lead to full-time positions after graduation.
2. One-time internship positions. These are companies who offer the student a position that may be somewhat like a trial employment. They have positions that may or may not develop into a full-time position for the student after graduation. It should be emphasized, however, that there must be a person in the sponsoring company that can be the student's mentor. It is the responsibility of the sponsoring company to provide the student with training and guidance during the internship. The student should not be expected to be on his or her own.

Here is the procedure that the department suggests to find an internship:

1. Schedule an appointment with the Faculty Internship Director. At this meeting you should have the Student Information Form for Internship completed. This form will assist the Internship Director in understanding what experience you have, and what types of internships might apply. At this meeting bring your portfolio and resume' and be prepared to discuss your experience and abilities.
2. Research companies that might provide you with good internship opportunities. Research methods might include Internet searches for Houston area companies, checking companies who are members of local professional organizations, telephone yellow pages, telephone inquires, job search Web sites, discussions with faculty and others in the profession, etc. After you have created a list of possibilities, make a list of your top choices. Do further research on these companies to determine their specialties, clients, needs, location, size, the person in charge of their internship program, etc. It is important that you be prepared before you contact the company. You faculty advisor or other faculty members can assist you in identifying these people, but it is not their responsibility to do this work for you.

3. Either through email or by scheduling an appointment, check your research with the Faculty Internship Director. From past experience he or she may have information on that company that may assist you in applying. If requested, the Internship Director will assist you in scheduling appointments for interviews, however, that is, ultimately, the student's responsibility.
4. Hit the road. Call the companies on your list and explain that you are planning to enroll in the HCC Digital Communication Program Internship Program and you would like to schedule an appointment to discuss working in their company.
5. Visit the companies. You should treat this visit in the same manner that you would a job interview. You should have a current resume', a portfolio of your work, and be dressed in a business like manner. At the interview you should be able to discuss your talents and experience, and how it matches the needs of that company (this is part of your earlier research). You should emphasize any team experience that you might have and underscore your eagerness to learn and be of benefit to them.
6. If the company is interested in doing an internship with HCC, then you should ask them to complete the Internship Sponsorship Information form. This form provides the Faculty Director with information on the company and what kind of experience they are looking for in an intern. This form should be either faxed or delivered to the HCC Faculty Internship Director for approval.
7. After approval of the Internship, the student should schedule a meeting with the person at the company who will be the student's mentor. Together they should complete the Individual Internship Agreement. This agreement is the "contract" between the company and the student and spells out to the student what is expected, including work hours, pay (if applicable) and working arrangements. A copy of this agreement should be provided to the Faculty Internship Advisor prior to the student beginning their duties at the company.
8. If, at any time after filing the Individual Internship Agreement, the circumstances of the internship should change, the Faculty Internship Director should be notified and a new agreement should be completed and provided to the Faculty Internship Director.

Additional Information may be found at <http://www.classes-on-line/internshipinfo.html>

Your Internship Faculty Director is:

Lloyd Schuh
Office: Room 134
Houston Community College West Loop Campus
5601 West Loop South
Houston, TX 77081
Office Phone: 713-718-7864
E-mail: lloyd.Schuh@hccs.edu

To schedule an appointment call the Digital Communication office at 713-718-7895



HOUSTON COMMUNITY COLLEGE
DIGITAL COMMUNICATION DEPARTMENT
INTERN SPONSORSHIP INFORMATION

5601 West Loop South, Houston, Texas 77081
 Phone 713.718.7890 • Fax 713.718.7990

Company Name: _____

Address: _____
Street City State Zip

Person responsible for Internship program: _____

Phone: _____ Email (Please print clearly): _____ @ _____

Please describe the areas that you are willing to offer participation in our intern program.

Does your company have a web site? If yes what is the URL? _____

Number of hours per week and weekly schedule you would expect (if no set times, please state):

With which of the following software programs would you expect the intern to be proficient:

Photoshop: _____ QuarkXPress _____ Adobe Illustrator _____ InDesign _____ XML _____

Dreamweaver _____ Flash _____ Fireworks _____ JavaScript _____

Other Software Programs: _____

Other skills that might be important: _____

I understand that this agreement may be cancelled by either party with a two-week notice and is subject to renewal each semester. It does not obligate us to place an intern if we do not choose to do so. Please include any additional information on the reverse of this form.

Signature _____ Date _____

Additional Information:



**HOUSTON COMMUNITY COLLEGE
DIGITAL COMMUNICATION DEPARTMENT
INDIVIDUAL INTERNSHIP Agreement**

5601 West Loop South, Houston, Texas 77081
Phone 713.718.7890 • Fax 713.718.7990

Semester: Fall ___ Spring ___ Summer ___ Year: _____

Company Name: _____

Address: _____
Street City State Zip

Person responsible for Internship program: _____

Phone: _____ Email (Please print clearly): _____ @ _____

Name of student accepted into internship with your company:

_____ SSN _____

Please briefly describe the responsibilities for this intern.

Number of hours per week and weekly schedule for this intern:

Is this a paid internship? Yes ___ No ___ If yes, what are the terms of payment:

Is there any other benefits or compensation involved? _____

I understand that this agreement may be cancelled by either party with a two-week notice and is subject to renewal each semester. Please put any additional information regarding this internship on the reverse side.

Signature _____ Date _____

Please include any additional information regarding your understanding with this intern:

Student Information-IMED 2388: Internship

Please complete this form. It will help your instructor become familiar with your background and course goals and assist the College in designing courses to meet the individual student's needs. Of course, this data will remain confidential.

Name: _____ Social Security # _____ - _____ - _____
 First Name M.I Last Name

Address: _____
 Street City State Zip

Home Phone: _____ Email (Please print clearly): _____ @ _____

Do you currently have a portfolio and resume? Yes _____ No _____

If yes, is it: Online _____ (What is the URL?) _____

Print _____ Multimedia (CD, Zip, etc.) _____ Other _____

If you are currently employed:

Current Employer _____ Work Phone: _____

Job Title/Description: _____

Number of hours per week you are working and your weekly schedule: _____

Rate your skills on the following software programs on a 1-10 scale with 10 being expert.

Photoshop: _____ QuarkXPress _____ Adobe Illustrator _____ InDesign _____ XML _____

Dreamweaver _____ Flash _____ Fireworks _____ JavaScript _____

Other Software Programs that you know: _____

Other skills that might be of importance in the internship program (include any job experience that might be applicable):

If you could select your perfect internship, what would it be? _____
