COLLEGE OF LIBERAL ARTS AND SCIENCES

Internship Program

Application Information

**Basic Requirements**
- Communication major with at least 56 hours of college credit
- Minimum GPA of 2.50
- Completion of COM 207, 225, and 308 with a grade of C or better

**Application Deadlines**
- By 5pm July 15 for fall semester
- By 5pm October 15 for spring semester
- By 5pm April 15 for summer semester

**How to Apply**
Due to legal constraints, ALL paperwork must be completed on time. If you do not complete all paperwork, YOU WILL BE DROPPED FROM THE COURSE.
1. Complete the Application for Internship and return it to Stauffer 412 (place in Kristin Dybvig-Pawelko’s box). You may also mail it to Kristin Dybvig-Pawelko at PO Box 871205 Tempe, AZ 85287-1205. You are not required to arrange for an internship prior to the application deadline. You will find your internship later.
2. Check to make sure your ASU e-mail is working properly. We will let you know via e-mail if you have been accepted to the program.
3. After you complete the documents discussed in step 2 and send them to Kristin, you will be emailed three more documents – the “Now What”? form, the student agreement, and the contract. Due dates for the student agreement and the contact will be included in the e-mail and/or will be on the documents.

**Grading and Credits**
- The first three credits of your internship receive a letter grade. Your grade will be based on your performance as an intern, as well as your performance in the internship class.
- If you enroll for six credits, the second three will be graded on a pass/fail basis. Thus, you will receive a grade of "Y" if your performance is satisfactory.
- A three-credit internship requires 160 hours of work; a six-credit internship requires 320 hours of work.
- Internships may be taken once or repeated for credit up to a total of six hours. If you desire additional hours, you may arrange to earn them through another department or you may file a petition with the curriculum committee.

**For More Information**
- Internship Director: Dr. Kristin Dybvig-Pawelko (Kristin.Dybvig-Pawelko@asu.edu)
- STA 306A (in the Communication Research Consortium)
A complete application consists of this document and the document entitled “Consent to the Release of Information.”

This application is only for verifying that you have the prerequisites for entry into the internship program. You are not required to arrange for an internship prior to the application deadline.

Please type the information in the appropriate spaces or print very neatly.

Application deadlines for internships are:

- Fall – July 15th by 5pm
- Spring – October 15th by 5pm
- Summer – April 15th by 5pm

Semester during which you intend to complete the internship (please choose only one):

☐ Fall 20____  ☐ Spring 20____  ☐ Summer 20____

Name __________________________ ID#____________________ Phone________________

ASU E-mail________________________ ASU user ID________________

Address______________________________________________________________

Total Number of Credit Hours Completed ______

ASU Cumulative GPA____________________ [NOTE: 2.5 GPA Mandatory]

I am a communication major:  ☐ Yes  ☐ No

Under no circumstances are you permitted to begin an internship without completion of all application materials.
CONSENT TO THE RELEASE OF INFORMATION

STUDENT NAME: ____________________________________________

STUDENT IDENTIFICATION NUMBER: ___________________________

EDUCATIONAL RECORD(S) TO BE RELEASED: Disciplinary Records.

PARTY OR CLASS OF PARTIES TO WHOM DISCLOSURE OF RECORDS MAY BE
MADE, “AUTHORIZED RECIPIENT(S)”: 

Dr. Kristin-Dybvig-Pawelko
Internship Director
Hugh Downs School of Human Communication MS 1205

PURPOSE OF THE DISCLOSURE: Confirmation of disciplinary standing.

By presenting a signed and dated copy of this Consent to Arizona State University
“ASU”, Student consents to the release by ASU of the Records to the Authorized
Recipient(s) for the Purpose identified above. The Student further agrees that
ASU may discuss the information contained in the Records with the Authorized
Recipients. This Consent applies to educational records that may otherwise be
protected under the Family Educational Rights and Privacy Act of 1974, as

STUDENT SIGNATURE: __________________________________________

DATE: __________________________________________