



December 1, 2017

To Whom It May Concern:

The Communications Media department at Indiana University of Pennsylvania requires all of its undergraduate students to complete a 9 credit internship between their junior year and graduation. Once they pass that course, they seek out a professional experience related to their area of interest within communications. To qualify as an internship, the following conditions apply.

1. The internship must be approved by both the internship site and IUP.
2. The internship must be completed within the context of COMM 493: Internship, a nine credit course.
3. The internship may only be completed during the summer.
4. The internship must be directly supervised by a person who has the title and/or experience being sought by the intern.
5. The internship must directly benefit the intern in terms of objectives and goals.
6. The internship must afford the intern an opportunity to work the majority of hours at the internship site office. Some field work outside of the office is permitted such as photo shoots on location, remote interviews, or conference attendance. Solely remote internships or home internships are not permitted.

IUP and the Communications Media department are committed to forming positive and mutually beneficial relationships with professional individuals and organizations in the communications field. Our ultimate goal is to provide our students with the best education possible and we view the internship as key to that goal! Please contact me at jlenze@iup.edu or 724-357-2492 if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'James S. Lenze', written over a large, light blue circular scribble.

James S. Lenze, Ph.D.
Professor, Communications Media
Communications Media Internship Coordinator