Mass Communication Internship Information

If you are interested in the possibility of an internship for course credit, please follow the guidelines below.

1. Go to the Department of Mass Communication website link for internships: http://www.uco.edu/la/masscomm/intern/index.asp. Please read internship requirement information posted. Students seeking internships must:
   a. have junior or senior standing
   b. have completed at least 15 hours at UCO
   c. meet major-specific criteria

2. Setup a meeting with Jill Lambeth to discuss the requirements for an internship.

3. Setup a meeting with your student success advisor to verify internship requirements.
   a. Classification
   b. GPA
   c. First Day of Enrollment at UCO
   d. Number of course credit hours needed for graduation

4. Seek out internship opportunities (speak with faculty, go to hirebronchos.com or local organizations websites).

5. Secure internship – before securing an internship for class credit you will need to receive approval from a faculty member in your major via email and forward email to Jill Lambeth at klambeth1@uco.edu.

   Interpersonal Communication – Dr. Merry Buchanan
   Organizational Communication – Dr. Christy Vincent
   Photography – Jesse Miller or Mark Zimmerman
   ProMedia Radio/Print – Dr. David Nelson
   ProMedia Television/Production – Desiree Hill
   Strategic Communications – Dr. Jill Lambeth

6. Once approved fill out internship forms – all four forms must be completed and turned in to Jill Lambeth in order to receive access to enroll in the course.
   a. Intern Student Application
   b. Intern Affidavit
   c. Intern Sponsor Application
   d. Enrollment Form

7. Enroll in course – once the process is completed you will receive an email that you have been approved to enroll in the course.

(Note: Students must complete enrollment for an internship no later than Friday of the first week of classes for fall and spring semesters and by the first Wednesday of summer semester.)