

# INTERNSHIP CHECKLIST

## Communication, Journalism and Philosophy

Take what you've learned in the classroom and apply in real-life experiences, develop skills, helps you break out of the "no experience-no job" cycle, provides a trial run to see if you enjoy the career path, gives you professional connections and offers a competitive advantage upon entering the workforce

**Client:** Communication, Journalism or Philosophy student  
**Project:** Land an Internship  
**Start date:** Pre-requisites met, professionalism is on point and has an understanding of employer expectations  
**Project duration:** Usually takes 2-3 months to land an internship  
**Goal:** Internship aligns with career path, learn time management, gain confidence, develop skills to help land a dream job

### PHASE 1: RESEARCH

- Know yourself**  
What career path are you exploring? What environment do you see yourself in?
- Utilize campus resources, employer-ready resume**  
Career Development Services, PAGES program, career events on campus
- Meet with internship coordinator**  
Will ensure you are ready for an internship, what career paths interest you, and how internships can ensure you can get paid to do that for a living!

### PHASE 2: FINDING INTERNSHIPS

Seek experiences that will help you in your career path

- Job boards, networking, career fairs, inquiry
- Applications
- Interviews

### PHASE 3: APPROVAL & ENROLLMENT

3 credits = 135 hours + coursework

- Internship qualifies for academic credit**  
Learning experience for you, supervised by a professional in the field
- Internship agreement**  
Approval for internship course comes after completed agreement is approved
- Enroll in internship course**

### PHASE 4: BEGIN INTERNSHIP

- Internship hours
- Course component - career readiness**  
Career & Self-Development; Communication; Critical Thinking; Equity & Inclusion; Leadership; Professionalism; Teamwork; and Technology



@fgcucommcareers



FGCU Communication Careers



Internship Coordinator:

Niki Mann

[nmann@fgcu.edu](mailto:nmann@fgcu.edu)

[www.calendly.com/meetwithniki](http://www.calendly.com/meetwithniki)



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