

COMM Internship Credit Eligibility Criteria & Checklist

1. Determine if you are eligible:

A. Are you a COMM or TCMS major? Yes No

A1. **If yes**, have you been a major for two semesters

OR do you have at least 12 hours of COMM Credit **OR** TCMS major credit? Yes No

A2. **If no**, are you a COMM minor with at least 12 hours of COMM credit? Yes No

B. Do you have a minimum 2.5 GPR overall Yes No

***If you have a “yes” to A and a “yes” to A1 and a “yes” to B
OR
“yes” to A2 and a “yes” to B, then proceed to the checklist.***

2. Complete the checklist

- Review the internship application posted online on the COMM website or on elearning.tamu.edu “Advising for COMM/TCMS.” It is titled “Internship Application for Review.” **You will not be completing this form** but it will let you know what information you need in order to complete the application.
- Obtain an internship
- Complete the **Request for Application** Google Form on the Internship website <https://comm.tamu.edu/internships-and-careers/>. At the end of this for you will be asked to attach a current resume. Once you have completed this form with your resume attached the Internship Director, Dr. Kylene Wesner will send you an application to fill out and sign via DocuSign.
- Review the document [“Writing SMART Learning Objectives”](#) before completing your application. Incorrectly written learning objectives are typically the major aspect that need to be revised during the **internship enrollment conference**.
- Complete and sign the DocuSign application. The application will then go to your internship supervisor, and then to the Internship Director. Once the signed application has been received by the Internship Director, an email will be sent to you to set up the **internship enrollment conference** to go over your application and make any corrections that are necessary. You will not be enrolled in credit prior to this conference.

*Please note that you are welcome to come in during Dr. Wesner’s office hours to talk about internships, ask questions, etc. but that these meetings **do not** constitute an **internship enrollment conference**.*