



TUFTS UNIVERSITY

Guidelines for Internships – Communications and Media Studies Program EXP0099CA -- Half-Credit

The following guidelines have been set by CMS for students seeking academic credit for a summer internship through EXP 99CA (*Internship in Communications*):

1. The student must intern at the internship site a minimum of 75 hours over the course of at least one month during the summer session. All internships are graded on a pass-fail basis.
2. For activities directly related to the internship, Tufts covers students who are enrolled in EXP0099CA with professional and general liability insurance coverage while working at the internship site. This insurance coverage extends throughout the period of the course. Students who are in unpaid internships are not eligible for Workmen's Compensation benefits because they are not employees, so they should be sure that their medical insurance is up-to-date before starting the internship. Also, Tufts does not provide students with insurance coverage for duties performed while driving a car or other vehicle during the internship. If students use their own vehicles for internship business, they would be covered by their personal insurance. If students plan to use a company's vehicle during the internship, they should check with the company as to insurance coverage.
3. Students are encouraged to have some course work that forms a basis for the work experience prior to the internship.
4. Students doing an internship for credit must have professional level supervision at the work site, as well as a CMS academic supervisor. Duties at the site should be at least 60% professional in nature.
5. The student is expected to meet with the faculty supervisor periodically during the internship.
6. Some written project will be required for the completion of the internship course. Determination of the extent and depth of such work rests with the faculty supervisor.
7. There should be some contact between the faculty supervisor and the on-site supervisor in order to insure that the student is fulfilling his/her obligations and getting the best experience possible.
8. Site supervisors will be asked for and should submit an evaluation of the student's performance, but the faculty supervisor has the ultimate responsibility for grading.
9. Students can receive credit in only one department for only one semester for a particular placement. If a placement is continued for a second semester, it must be significantly different for another credit to be awarded. Consent must be obtained from CMS staff.
10. Students may participate in internships for no more than two credits toward their degree. Students who already have received two credits can enroll in EXP 99C again if their specific internship *requires* that they be receiving course credit, but the additional course will not be counted by the University toward their graduation credits.
11. No academic credit will be awarded for extracurricular activities at Tufts or for work/internships performed in a Tufts department or office.
12. First-year students cannot receive credit for internships during the fall or spring, but are eligible to receive credit through the Tufts Summer School for media internships taken in the summer before or the summer after their first year.
13. No credit will be granted retroactively for an internship.

June, 2009