# Summer 2024 Internship Courses (CMAF-3990/4990) Department of Communication, Media & Film

CMF offers internship courses (CMAF-3990/4990) as an experiential learning opportunity for third- and fourth-year students.

A 3.0 credit internship course is for 120 hours of work, divided over the semester. The course grade is based primarily on an evaluation by the employer, a final written report by the student, and a small assignment due throughout the course of the semester.

Summer Internships are not condensed into Summer/Intersession. They begin in May and end in August.

**N.B.: Please ensure that the Internship will count towards completion of your degree requirements.   
If you are unsure, please check with CMFs Undergraduate Advisor**

### Eligibility

Candidates for a CMF internship course must:

* Be enrolled in a CMF program, including General, Concurrent, Honours, or Combined Honours
* Have a semester 5 standing or above (for the semester in which the internship takes place)
* Have, at minimum, a 70% cumulative GPA at the time of application

### Approval and Placement Process

The process begins with submitting a complete application package—described below.

Qualified applicants will then be contacted for an interview with the CMF Internship Coordinator in late-October. This interview will determine if the student is to be recommended for an internship.

If recommended, it is the student’s responsibility to secure a relevant placement. Guidance, assistance, and leads will be provided by the Applied Learning Coordinator from Career Development & Experiential Learning, but placements cannot be guaranteed.A student will not be enrolled in CMAF-3990/4990 until an internship is secured and approved by the Applied Learning Coordinator and the CMF Internship Coordinator.

### Application Instructions

To express interest in a CMF internship course you must apply by the below deadline. If you have not applied by the deadline, you cannot enroll in a CMF internship course (CMAF-3990/4990).

The deadline for applying for a **Summer 2024 internship is Wednesday, February 21, 2024 at 2:00pm.**

The application requires 3 components:

1. Complete the **Internship Application Form** (page 2 of this document).
2. Attach a brief **Statement of Interest** (approx. 300 words) describing how enrolment in the internship course will help you meet your personal or career goals and what kind of ambassador you would be for the University of Windsor. Identify any past/current communication-related activities (if relevant) you have been involved in that would help in evaluating your application.
3. Attach a current **Resume**. Ensure that it includes your academic background and any paid work or volunteer experience you have that you think is relevant.

Submit these 3 documents to Dr. Brian Brown ([bbrown@uwindsor.ca](mailto:bbrown@uwindsor.ca)) with the subject line “CMF Internship Application.”

### Future Deadlines

Look for the Fall 2024 internship application in June, and the Winter 2025 internship application in February.

# Summer 2024 Internship Application Form (CMAF-3990/4990) Department of Communication, Media & Film

### Student Information

Student name:      

Student number:

Local mailing address:

Phone number:

UWindsor e-mail address:

### Placement Preferences

*List, in order of priority, 3-5 communication-related fields you are particularly interested in. The availability of internship placements depends on many factors including timing and labour market trends, so please consider general areas you would like to learn more about.*

1.

2.

3.

4.

5.

### Checklist

I am enrolled in a CMF program

I will be in semester 5 (or above) by the Winter 2024 term

I have a minimum 70% cumulative average

I have verified that this course will count towards completion of my degree requirements

I have completed all the above sections on this form

I have attached a brief statement of interest

I have attached a current resume

## E-mail this completed document and the two attachments to [bbrown@uwindsor.ca](mailto:bbrown@uwindsor.ca) by Wednesday, February 21, 2024 at 2:00pm