

Technical Communication Certificate Internships Checklist

Effective 11/2018

The goal of the TCC internship is to give Certificate students real-life, on-the-job experience applying the skills they learn through their coursework; students then take EPD 398, Technical Communication Internship, to discuss the professional and communication challenges they encountered while on their co-op or internship. The following checklist will ensure that the internship is a valuable experience for the student and a useful contribution to the sponsor's work and that the student is prepared for EPD 398.

Prior to leaving for an internship/registering for EPD 398, students must:

- Apply and be accepted to the TCC
- Complete EPD 397
- Complete 6 credits of other communication electives *or* have permission from the EPD 398 instructor (exceptions will be made on a case-by-case basis only)
- Discuss their plans to take an internship with the EPD 398 instructor, *or* send them an email describing the internship.
- Discuss TCC expectations and potential duties with their internship supervisor

At the end of their TCC internship and during the semester when EPD 398 is being taken, students should:

- Provide their supervisor with the Evaluation of Student form and arrange for its return directly to the EPD 398 instructor