Steps to a Successful Communication Internship
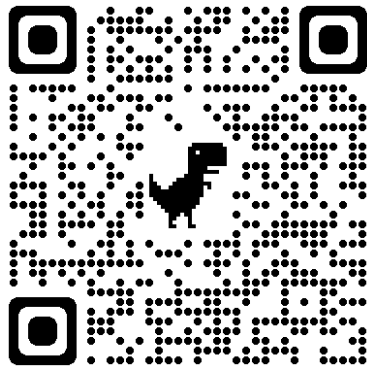## At the University of Maryland

Step One: Find an internship

- o **Create or update a resume with assistance from University Career Center**
- o **Identify opportunities on communication major listserv, career center resources, personal network, etc.**
- o **Check out recent internships held by Communication Majors**

Step Two: Get credit for your internship

- o **Complete the Department of Communication internship application**

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- o **Internships in an employer's private home will not be approved for academic credit. However, interns can work virtually.**
- o **Once approved, register for the course on Testudo**

Step Three: Find your course on ELMS

- o **Complete assignments on ELMS**
- o **Reach out to the Internship Coordinator with any questions/concerns**
- o **Finish your required hours (45 hours minimum per credit)**

Step Four: Finish your internship constructively

- o **Challenge yourself to make the most out of every minute of your internship**
- o **Compile a professional electronic portfolio of work samples**
- o **Think about how to exit your internship graciously (thank you notes, exit interviews, ask for future opportunities)**

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