



Northwestern

SCHOOL OF COMMUNICATION

EPICS: External Programs,
Internships, & Career Services

Employer Internship Guide



CONTACT US

70 Arts Circle Drive
Fifth Floor
Evanston, IL 60208

p: 847-467-0270

e: epics@northwestern.edu

w: epics.soc.northwestern.edu



WORKING WITH NORTHWESTERN STUDENTS

SUCCESSFUL PRACTICES

All employers recruiting Northwestern University School of Communication students must abide by the National Association of Colleges and Employers (NACE) Principles for Employment Professionals. This ensures both the organization and the intern will have a successful experience. [Click here for details and best practices.](#)

BIG PICTURE

During the internship, students should be provided with meaningful work. It is beneficial to inform the intern how their work relates to larger organizational initiatives. The intern will also have a better understanding of the organization's culture if they are included in the weekly meetings, client appointments, events, etc.

ASSIGN A MENTOR

Pair the intern with a mentor in the office. It could be someone with similar interests or work responsibilities to the intern. This person should be able to lead and guide the student during the internship. In addition to a supervisor, a mentor can help the intern navigate their professional options and future career paths.

FEEDBACK

The supervisor should make time throughout the internship to provide constructive and timely feedback to the student to ensure their success beyond graduation.

ABOUT INTERNSHIPS

According to the National Association of Colleges and Employers (NACE), an internship is defined as "a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting." EPICS view internships as an excellent opportunity for our students to connect with professionals while applying their knowledge and talents. Internships should have a defined beginning and end, along with a focused job description, and learning objectives. It is best for a supervisor with qualified experience to be assigned to the intern and provide meaningful, challenging tasks.

ABOUT US

The EPICS Office serves as a resource for undergraduate and graduate students within the School of Communication seeking internships, career coaching, and alumni networking. EPICS also offers workshops, speaker events, site visits, international seminars, and more. Handshake is the University's career management website. Employers can post opportunities tailored for School of Communication majors, including internships, full-time jobs, and freelance positions. The EPICS staff is happy to work with organizations to engage students on campus.

EPICS is available by phone and email Monday thru Friday, 9am-5pm. Please feel free to reach out with any questions and concerns.

INTERNSHIP PROGRAM

INTERNSHIP COURSE

Students are able to receive academic credit for their internship. Each program has its own specific hour requirements but internships typically last 8-10 weeks.

Undergraduates:

- Internships are optional. Students earn one credit for every eight hours of work per week, earning a maximum of four credits towards an internship

Graduate Programs:

- Internships are required over the summer quarter
- MS in Leadership for Creative Enterprises: Minimum of 160 hours, earning three credits
- MA in Sound Arts and Industries: Minimum of 120 hours, earning three credits
- MS in Health Communication: Minimum of 64 hours, earning one credit
- MFA in Documentary Media / MFA in Writing for the Screen and Stage: Minimum of 80 hours, earning one credit

In addition to interning at the organization, students will attend a weekly class or participate in an online internship course. They will be evaluated based on the course work they complete for the internship. They will also fill out a midterm and final evaluation of the internship.

EVALUATIONS

An email will be sent to the supervisor from the EPICS Office to fill out a midterm and final evaluation for the student. Please complete and return these evaluations. It is beneficial for the responses to be as detailed as possible. This information, along with the student evaluations, will be used to determine their grade for the associated internship course.

BENEFITS OF AN INTERN

- No cost to post opportunities or recruit on campus
- Students are available to work between 8-40 hours per week, depending on the academic quarter
- Create a special project to address a specific issue within the organization
- Fresh ideas and a new perspective from a talented Northwestern student
- Promote the organization on campus through quarterly or summer internship postings
- Build a talent pipeline for entry-level roles
- Gain mentorship experience to emerging leaders

