



McMicken College of Arts & Sciences
Department of Communication
 University of Cincinnati
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2015-2016 Academic Year

Dear Supervisor:

Thank you for working with our MA in Communication student during this Graduate Praxis practicum experience. Once placed in a position, **the student is expected to work a minimum of 10 hours per week for at least 14 weeks** in order to receive academic credit. At the end of the experience, the student will also produce a written report that either integrates their experiences with course learning or evaluates a project designed by the student that is informed by communication research. This written Praxis Report is supervised by a Communication faculty member. Your involvement in this aspect of the experience is completely at your discretion, and no participation is required.

To expedite the process, please fill out the attached **position description form**. We ask that you fill out a formal evaluation of the student's performance at the end of the internship, in a format of your choosing. You are of course welcome to contact me at any time that you have questions, comments or concerns.

I encourage you to set high expectations for the practicum, supported by a structured learning opportunity in which the student is given some regular training on the professional standards and expectations of the job. The most satisfactory internship experiences come from clear expectations and portfolio building work.

Unpaid practicum sites may wish to provide a donation to the **UC Foundation-Communication Forum Fund**. You will receive a thank you letter from the Foundation that clearly states that your contribution is **tax deductible**. Please fill out the enclosed **donation form** and send it to me with the position description form. Thank you in advance for your generosity.

Please call me at 513-556-4468 or email me at heather.zoller@uc.edu if I can assist you in any way. Thank you again for providing this opportunity for our students.

Sincerely,

Heather Zoller, PhD
 Director of Graduate Studies
 Professor
 Department of Communication
 University of Cincinnati
 PO Box 210184
 Cincinnati, OH 45221
 513-556-4468