

COM CO 575 - College of Communication Professional Experience Form

WHAT IS CO 575?

CO 575 is a *zero-unit* professional experience required to be completed at least once by all students earning an undergraduate degree from the College of Communication. The purpose of the requirement is to ensure that students apply their curricular and extracurricular experience to practice in a professional field of communication.

Important: A student can only be registered in CO 575 during the term that the approved experience is taking place. Only students with an officially declared major in the College of Communication are eligible to enroll in CO 575.

CO 575 is a repeatable course, in that it can appear multiple times on a student record and can fulfill the conditions of receiving 'credit' for an external professional experience more than once. If submitting a CO 575 form for a second semester with the same employer and/or experience, please be sure to emphasize additional duties and skills gained on the subsequent CO 575 form. There are many pathways to earn CO 575 - and students may pursue more than one option during their time at BU - which will result in CO575 appearing on their transcript repeatedly.

International Students: Please see Appendix A (Page 3) if you're pursuing an off-campus internship in the United States, and be in touch with ISSO (isso@bu.edu) to inquire about your eligibility to receive credit for CO 575 on more than one occasion.

HOW CAN STUDENTS COMPLETE THIS REQUIREMENT?

Option 1: Successfully complete one of the courses below (which are pre-approved to count for CO575).

MCADVPR: CM 471 Internship, CM 520 The COMMunicator, CM 580 PRLab, CM 581 PRLab EBoard, CM 585 AdLab, CM 586 AdLab EBoard

JO: JO 400 Newsroom, JO 404 WTBU Practicum, JO 412 Internship, JO 455 Professional Project, CO 520 Boston Globe Co-Op, JO 546 The Statehouse Program

FTV: FT 493/494 Internship, FT 505 Real World Productions, FT 573 BUTV

CO: CO 145 Career Readiness, CO 576 COMLab

Students in preapproved courses **DO NOT** need to complete a CO 575 form and will be automatically registered for CO 575 after the W Deadline. If a student drops a pre-approved course - **without a W** – CO 575 will not be added to the student's record. If a student drops CO 575 – **with a W** – a W grade will also be added for CO 575. If a student receives an "F" in one of the preapproved courses listed above, a W grade will be added for CO 575.

Option 2: Complete this form and provide a professional experience proposal for your faculty mentor's review.

Students who **DO NOT** enroll in one of the courses listed above can complete the CO 575 requirement by engaging in Boston News Service, Daily Free Press, BU Athletics Video Production, or other similar experiences at BU **OR** by completing a professional experience outside of BU in the field of communication. An experience is likely to be approved for CO 575 if:

- The work a student is doing can be used during a job interview to demonstrate professional experience in the field.
- The student is receiving professional mentorship during their experience.
- The student can provide examples of communication-specific skills developed through their experience.

Once you have an experience lined up, please submit this form following the guidelines below.

- 1) Locate your faculty mentor on your MyBU Student Dashboard. Send a completed version of Page 2 of this form to your faculty mentor and discuss your CO 575 proposal with them.
- 2) If your faculty mentor approves your professional experience to count toward CO 575, submit a signed copy of this form to your academic department **BEFORE THE W DEADLINE**. In summer, the deadline to submit your CO 575 form is the Summer 2 W deadline. Contact information for each academic department is included at the bottom of Page 2.
- 3) If all prior steps were followed correctly, your home academic department (MCADVPR, JO, or FTV) will confirm receipt of this form and add CO 575 to your schedule.
- 4) Students who complete Option 2 and submit a CO 575 form will be required to fulfill the [CO Division's CO 575 End-of-Semester Survey](#) and upload a one-page summary (250-500 words). Failure to submit your end-of-term summary will result in a W being added for CO575 and no credit for the experience being awarded.

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Full Name: _____

BU ID: _____ Current COM Major: _____

Are you a(n): U.S. Citizen/Permanent Resident International Student

Check off the semester that you are participating in your experience. Note: Summer Term charges a small registration fee.

Semester: Fall Spring Summer Year: _____

Title of Professional Experience: _____

Organization Name & Address: _____

Link to Organization Website: _____

Department within the Organization: _____

Duration of Experience (DD/MM/YYYY) : Start Date - ____ / ____ / ____ - End Date: ____ / ____ / ____

Please provide contact information for the supervisor overseeing your experience. This is NOT your faculty mentor.

Supervisor's Name & Work Title: _____

Supervisor's Work Email: _____ Supervisor's Work Phone: _____

Please provide a detailed summary of your professional experience in the box below for your faculty mentor's review. This should include - but is not limited to - a general description of the experience and your communication-related responsibilities.

Faculty Mentor Name: _____ Date: _____

Faculty Mentor Signature: _____

Mass Communication, Advertising and Public Relations Department, COM Room 124, (617) 353-3482, mcadvpr@bu.edu

Journalism Department, COM Room 137, (617) 353-3484, jodept@bu.edu

Film and Television Department, COM Room 118, (617) 353-3483, filmtv@bu.edu

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Appendix A

Any international student studying on a Student Visa who pursues an off-campus internship in the United States **MUST** apply for CPT authorization and receive approval from the ISSO before the internship start date. This is essential to remain in good standing with visa regulations. You should allow up to **10 business days** for CPT authorization from the ISSO.

To learn more about the CPT process, visit ISSO's website: <https://www.bu.edu/ISSO/employment-internships/student-off-campus-work-and-training/curricular-practical-training-cpt-f-1/>

If you intend to use CO 575 as the course number to qualify for CPT, you must have it added to your schedule before completing the CPT form through the ISSO Portal.

Please be sure that the course number listed on your CPT application is accurate.

- If you are **ONLY** earning CO 575 credit, then CO 575 should be listed on your CPT request, and you should submit your CPT form for academic approval to the COM Core Division Administrator via comcore@bu.edu.
- If you are earning **BOTH** an academic internship for credit (CM 471, FT 493/494, JO 412) *and* CO 575, you need to list the academic internship course number on your CPT application and submit it to your Internship Coordinator for approval.

As stated on Page 1, International students should be in touch with ISSO (ISSO@bu.edu) to inquire about their eligibility to receive credit for CO 575 on more than one occasion.

If a student wants to continue working with the same employer across two semesters, they must submit separate CO 575 forms for each semester of work. Students should be sure to highlight the added responsibilities and new skills developed during their second semester of work on their second CO 575 form.