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 eligible to submit a CO 575 form for a second semester with the same employer and/or experience, students should 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 Boston University - which will result in CO 575 appearing on their transcript repeatedly.

International Students: Please see Appendix B (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 tie CPT authorization to CO 575.

HOW CAN STUDENTS COMPLETE THIS REQUIREMENT?

Option 1: Opt in to get CO 575 credit for your participation in one of the preapproved courses listed below.

CM	FT	JO	CO
CM 471 Internship CM 520 The COMmunicator CM 580 PRLab CM 581 PRLab EBoard CM 585 AdLab CM 586 AdLab EBoard	FT 493/494 Internship FT 505 Real World Productions FT 573 BUTV	JO 400 Newsroom JO 404 WTBU Practicum JO 412 Internship JO 455 Professional Project JO 546 The Statehouse Program	CO 145 Career Readiness COMLab*

*Please note that the main course number for COMLab is CO 575 (Section CL). Due to this, all students participating in COMLab (for any amount of credit) will automatically have CO 575 on their record.

Students enrolled in any one of the courses above are eligible to submit the **CO 575 Opt-In Enrollment Form** and request registration for their participation in a course that is preapproved for CO 575 credit. Each semester – after the deadline to drop WITHOUT a W – this form will be distributed to all students enrolled in the classes above. The deadline to submit the CO 575 Opt-In Enrollment Form is exactly **one week after the last day to drop WITH a W.** Students who do not receive the form should notify their instructor and the COM Core Division (comcore@bu.edu).

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 under Option 1, or choose not to opt in for CO 575 credit for their participation in a preapproved class, may propose a professional experience to their faculty mentor and request to register for CO 575 via the second page of this form. A student's professional experience is likely to be approved for CO 575 if:

- The student can provide examples of communication-specific skills developed through their experience.
- The student's work can be cited in future job interviews as relevant experience in the field of communication.
- The student receives feedback from a professional overseeing their work.

Once a student has an experience lined up, they should complete Page 2 of this form following the guidelines below.

1) Send Page 2 of this form to your faculty mentor and discuss your proposed professional experience with them. If your proposal is approved, submit a signed copy of this form to your academic department **before the deadline to drop WITH a W**. In summer, the deadline to submit your CO 575 form is the **last day to drop WITH a W in Summer 2.**
2) 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.
3) Students who complete Option 2 and submit a CO 575 form will be required to fulfill the **COM Core 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 CO 575 and no credit for the experience being awarded.

Form Updated: Fall 2026 (10.14.2026)

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Full Name: _____

BU ID: _____ **Current COM Major:** _____

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

For international students only, have you connected with ISSO about your experience? ☐ Yes ☐ No
If you answered "No," please contact ISSO to discuss any authorization requirements.
If you are not an international student, you can skip this question.

Indicate the semester and year that you are participating in your experience. Note: Summer Term charges a registration fee.

Semester: ☐ Fall ☐ Spring ☐ Summer **Year:** _____

Title of Professional Experience: _____

Organization Name & Address: _____

Department within the Organization: _____

Link to Organization Website: _____

Duration of Experience (MM/DD/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 list of your communication-related duties as it applies to your experience below for your faculty mentor's review. This should include - but is not limited to - a description of your professional role and your corresponding 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 - Grading Guidelines

For Students Completing Option 1:

- Students who drop a preapproved course WITHOUT a W will not be added to CO 575.
- Students who drop a preapproved course WITH a W will receive a W grade in CO 575.
- Students who receive an F in a preapproved course will receive a W grade in CO 575.
- Students who get an Incomplete in a preapproved course will receive an Incomplete in CO 575. If their Incomplete in the preapproved course resolves to a D or higher, they will receiving a Passing grade in CO 575. If their Incomplete is updated to an F, they will receive a W grade in CO 575.

For Students Completing Option 2:

1) Students who do not adhere to the deadline for the COM Core Division's CO 575 End-of-Term Survey will receive a W in CO 575 and no awarded credit for their professional experience.

Appendix B – Information for International Students

Any international student studying on an F-1 student visa who pursues an off-campus internship (paid or unpaid) 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. International students should allow up to **10 business days** for CPT authorization once submitted through the ISSOPortal.

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

International students are eligible to tie CPT to CO 575 during their first enrollment in the course. International students who have already completed CO 575 once, through a prior course or internship, are no longer eligible for CPT authorization.

Undergraduate international students in COM can complete a 2- or 4-unit internship in the United States overseen by a faculty internship professor *only* if they simultaneously register in CO 575 (for the first time) with CPT authorization tied to CO 575.

Students who use CO 575 as the course number to qualify for CPT must have it added to their schedule before completing the CPT I-20 request through the ISSO Portal. Students should be sure that the course listed on their CPT application is accurate. Students who pursue CPT authorization through CO 575 credit, should submit their CPT applications for academic approval to the COM Core Division Administrator via comcore@bu.edu.

International students are strongly encouraged to remain in touch with ISSO to ensure they stay compliant with their visa requirements and to ask any questions about their individual eligibility to tie CPT authorization to CO 575. Students can schedule a meeting with an ISSO advisor here: https://www.bu.edu/isso/contact/appointment-scheduling-for-students/