

## Frequently Asked Questions

<p><b>Q: How do I find an internship?</b>  <b>A:</b> COMM 395 Career Planning helps you prepare for your internship search. You will learn how to design your résumé, write a cover letter and go on internship interviews. You will find your internship through our list of sites or your own research. Finding an internship is ultimately up to you.</p>	<p><b>Q: When can I do an internship?</b>  <b>A:</b> You can take COMM 493 Internship in either your junior or senior year, after you have completed COMM 395 Career Planning. You must have a 2.0 Overall GPA to do an internship. COMM 493 is a nine credit experience available only in the summer. Students taking internship or any summer credits, pay tuition based on the number of credits being taken.</p>
<p><b>Q: Where can I do an internship?</b>  <b>A:</b> You can do an internship at any business or organization that meets the objectives of COMM 493 and your educational and professional goals. Internships are available in large media markets as well as small communities.</p>	<p><b>Q: Does JRNL 105 count toward my COMM major?</b>  <b>A:</b> No. JRNL 105 may be substituted for COMM 101 but you are still required to complete at least 44 COMM credits to graduate with a degree in Communications Media. If you take JRNL 105 and do not take COMM 101, you will need enough COMM credits to reach 44 credits.</p>
<p><b>Q: Is there a limit on the number of experiential education credits (Internship, Practicum, or Independent Study Credits) I can count toward my 120 credits?</b>  <b>A:</b> Yes. You are limited to 15 experiential credits in your 120 credit degree program.</p>	<p><b>Q: If I take a course in another department that is cross-listed with a COMM course how does that course count toward my degree?</b>  <b>A:</b> If you take CRIM 420, COSC 201, or other courses cross-listed with COMM, those courses taken under the other department prefix are counted as Out of Department Electives or Free Electives, not COMM electives.</p>
<p><b>Q: How do I take courses at other universities or a community college?</b>  <b>A:</b> Instructions for seeking pre-approval of transfer course work are explained in the Undergraduate Catalog.</p>	<p><b>Q: How do D/F repeats affect my QPA?</b>  <b>A:</b> You can D/F repeat 6 classes and replace the unfavorable grade with the new grade. After 6 repeats, an averaged grade is recorded.</p>
<p><b>Q: Can I take courses Pass/Fail?</b>  <b>A:</b> Yes. However, only non-major, free electives can be taken Pass/Fail.</p>	<p><b>Q: How many times can I withdraw from courses?</b>  <b>A:</b> You can withdraw from an unlimited number of courses. However, you will be charged tuition if you withdraw from a course past the dates established by the Bursar's Office for full or partial tuition refunds.</p>
<p><b>Q: Do the two writing intensive courses have to be in my major?</b>  <b>A:</b> No. Only one must be COMM; the other can be a COMM course or a non-major course.</p>	<p><b>Q: Do all introductory language courses fulfill the LS Elective requirements?</b>  <b>A:</b> No. Only courses approved and listed in the current IUP Undergraduate Catalog count as LS Electives.</p>

**IUP Academic Policies, Requirements for Graduation, Liberal Studies Requirements, Major Program Requirements and Course Descriptions are found in the Undergraduate Catalog**  
<http://www.iup.edu/registrar/catalog/>

**Communications Media courses are found in the College of Education and Educational Technology**  
<http://www.iup.edu/registrar/catalog/education/default.aspx>

### Preparing for your COMM 475 Senior Portfolio

All COMM Majors prepare a Senior Portfolio. Keep the following requirements in mind throughout your IUP career, to prepare your portfolio in COMM 475. **You will need:**

- Writing and Production samples (scripts, articles, videos, photography, graphics, etc.)
- Proof of professional interest (participation in organizations such as Center for Media Production and Research, National Broadcasting Society, Student Film Association, Student Photography Association, WIUP-FM, IUP-TV, etc.)
- Proof of involvement in community service, volunteering, leadership or membership in social or other organizations
- Verification of any awards, recognitions, scholarships, etc.

### Facts for Students Transferring into Communications Media

- Q: I just transferred into Comm. Media, either from a different university or from another major. Will I be able to graduate on time?**  
**A:** Seats in COMM 101 and 150 are primarily for freshmen. Since you either transferred or declared your major later in your career, you are out of sequence, and therefore it may be more difficult for you to complete the curriculum in four years. At least half of your major credits in COMM must be completed at IUP.
- Q: Is there a maximum number of transfer credits I can apply to my IUP degree?**  
**A:** Yes. You can apply a maximum of 60 community college credits and a maximum of 75 credits, combined, from a community college and four-year institution to your IUP degree. Refer to the Undergraduate Catalog. <http://www.iup.edu/registrar/catalog/>
- Q: I am an education major transferring to COMM. Do the Science and Math courses I took for my education major fulfill the requirement for these areas in COMM?**  
**A:** Those courses in Science and Math for education majors are approved specifically for those majors and do not fulfill the Liberal Studies Math and Science requirements for COMM.

**\*\* These Tips Are Not a Substitute for Meeting with Your Academic Advisor.  
Responsibility for Your Academic Career in Your Hands\*\***