

COM CO 575 is a zero-unit, ungraded 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 students engage with the field of professional communication, applying their curricular and extracurricular experience to practice.

CO575 can be earned as a stand-alone course number OR in conjunction with another course number. CO 575 will be added automatically by department administrators for students enrolled in one of the following pre-approved courses:

Mass COM: CM 471 Internship, CM 520 The COMmunicator, CM 580 PR Lab, CM581 PR Lab E- Board, CM 585 Ad Lab, COM CM 586 Ad Lab E-Board

JO: JO 400 Newsroom, JO 404 WTBU Practicum, JO 411/412/413 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: COM CO 145 Career Readiness, COM CO 576 COMLab

Students will be enrolled after the add/drop deadline. If a student drops/withdraws from the class, CO 575 will be dropped too.

What additionally counts for CO 575?

Students who do NOT take one of the courses listed above can complete this CO 575 requirement by engaging in one of the following experiences: Boston News Service, Daily Free Press, BU Athletics Video Production, an internship not for course credit (which means earning CO575 on its own without simultaneously earning academic internship credit), or by completing a different type of experience approved by their faculty mentor. Following is the procedure for CO 575:

1. Once you have an experience lined up and before the W deadline (that is, the last day to drop a class with a W) of that term, download this form and complete the second page.
2. Meet with your faculty mentor to discuss the experience and possible approval. (MyBU Student lists your assigned faculty mentor. If no faculty mentor is assigned, please email your major department for an assignment.)
3. Submit your form to your department **by the W deadline of that term** (for the summer term, we use the summer II W deadline). Once processed and approved, CO 575 will appear on your schedule.
 - 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

Additional notes:

- Only students in a College of Communication major are eligible to enroll in COM CO 575.
- COM CO 575 can only be registered during the term that the approved experience is taking place. CO 575 cannot be retroactively added to a student's schedule.
- CO 575 is repeatable and can be on your academic record for any term in which you are enrolled at the College of Communication. International students do have limitations on the number of times they can receive CPT tied to CO 575 enrollment. Please speak with ISSO for additional information.
- International students: Please see Appendix A on page 3 if you are pursuing an off-campus internship in the United States

Student First Name:	
Student Last Name:	
BU ID#:	
Current COM major:	
Term: *Summer classes are charged a registration fee	Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/>
Year:	

Professional experience type (choose one):	Boston News Service	
	Daily Free Press	
	BU Athletics Video Production	
	Internship not for course credit (add organization's name and location)	
	Other (add organization's name and location)	

Please provide the contact information for the supervisor who is overseeing the actual experience here (this is NOT your faculty mentor) as well as a summary of your professional experience duties:

Supervisor's name:	
Supervisor's title:	
Supervisor's work email address:	
Supervisor's phone number:	
Please attach a detailed explanation of your professional experience for your faculty mentor to review. Please explain your main duties and tasks as they relate to your field here.	

Student signature:	
Date:	

A note for students: Please ensure that ALL rows have been fully and accurately completed, and that the experience summary qualifies for a communication professional experience. Forms missing information will not be processed.

Faculty mentor name:	
Faculty mentor signature:	
Date:	

Appendix A – COM International Students with Internships Only

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 days for CPT authorization from the ISSO. You can learn more about the CPT process the ISSO website here: <https://www.bu.edu/isso/employment-internships/student-off-campus-work-and-training/curricular-practical-training-cpt-f-1/>

Before completing the online form with ISSO, you will need to obtain ISSO Portal approval from a COM faculty or staff member, depending on which course number you are earning:

- If you are earning CO575 credit for your internship, you should submit your CPT ask to the COM CO Department Administrator at **(insert here)**.
- If you are earning a 2- or 4-unit academic internship (CM471, FT493, JO412, etc), then you will need to receive a signature from the assigned internship coordinator for your major field of study. Please be aware that your internship coordinator will need to sign your CPT form if you are earning both CO575 and an academic internship course number at the same time.

Please be sure that the course number listed in the ISSO Portal for your CPT request is accurate. If you are only earning CO575, this is the course number that should be listed. If you are earning both CO575 and an academic internship course number, you will need to list the academic internship course number and obtain ISSO Portal approval from your internship coordinator.