

Journalism and Media Studies
Internship Policies and Procedures
(Revised November 2015)

Undergraduate JMS majors wishing to do an internship for credit will enroll for MMC 4945 (Media Internship); graduate students enroll for MMC 6945 (Professional Practicum). Each is for three credits.

Beginning in spring, 2016, for a first internship, the requirement for undergraduate majors is 9 credits in the major, consisting of:

- MMC 3602 (Mass Communication and Society)
- MMC 2100 (Writing for Mass Media)
- VIC 3001 (Intro. to Visual Communication)

Graduate students must first complete 12 credits toward their degree. Students' job sites are not appropriate internship/practicum settings. Internships are graded Satisfactory/Unsatisfactory.

Prior to receiving permission to enroll in either course, students must first submit to the faculty member in charge of internships and practica a one page typed narrative that includes the following:

- (1) A full description of the organization, the duties required at the proposed internship and the skills that the student expects to either learn or improve as a result of the internship.
- (2) Please attach the internship advertisement and completed application. If there was no advertisement or application process, please explain how this internship was developed.
- (3) A list of the JMS courses completed with grades and current GPA.

In general, internships will be approved only if they involve print, radio/television or on-line journalism, visual journalism or design or media relations. In general, internships will NOT be approved if they involve activities relating to disc jockeying, radio station or product promotions, fundraising, or with the recording industry. Internships involving public relations or marketing will be considered and approved on a case-by-case basis. Experiences that include limited, but relevant, opportunities for media creation may be taken as a 1-credit directed study.

The following are required of ALL interns:

- (1) The completion of a minimum of 120 hours at the internship.
- (2) The submission of weekly e-mail to the faculty internship overseer, due at the end of each week. This e-mail will recount the accomplishments of the previous week and discuss what the intern expects to undertake the following week.
- (3) Potential regular meetings with the faculty internship overseer, agreed upon at the beginning of the semester.
- (4) Completion of a 750-1500 word final report describing the skills learned and an overall evaluation of the internship's value from the intern's perspective. This is due no later than the day after classes end.
- (5) Completion of the **Internship Evaluation Form** by the on-site intern supervisor. This is due no later than the day after classes end.

Multiple Internships:

Both undergraduate and graduate students in JMS can take up to two internships for credit. Internships carry variable credit, from 1-3 credits, depending upon the amount of work involved and the number of hours worked.

In addition, on a case-by-case basis, and at the discretion of the internship supervisor, a student who has completed substantial work, either for the campus newspaper, The Crow's Nest or on an ad-hoc basis for Neighborhood News Bureau, may be granted permission to enroll for a first internship with 6 credits from the above.

Students who remain in the major have the option to enroll later in the program for a second internship which should be in an area of journalism or media that is substantially different from the first internship, thereby creating the opportunity to learn new skills or refine those learned those from the initial internship experience.

The **Internship Learning Contract** may be accessed through the JMS website. This completed document and attached narrative must be submitted no later than the first week of the semester in which the internship is proposed and earlier submission is strongly encouraged. Internships will not be considered or approved after the first week of a semester.

Summer Internships:

Students may choose to do an internship during the summer term. Summer interns should register for the "C" session. Students must be enrolled in the summer term to receive credit for a summer internship.