**JOURNALISM 4000 INTERNSHIP REQUIREMENTS**

Internships provide you with supervised practical experience working in a professional journalism setting outside the classroom. An internship is a structured experience that must demonstrate educational value. You earn internship credit, pass/fail only (S/U), under JOUR 4000, Field Experience. Internships may be paid or unpaid in addition to credits, but compensation is dependent on standard practice of the organization or business.

**LOOKING FOR AN INTERNSHIP:**

* Meet with your faculty mentor *(see your Student Center)* to discuss internship opportunities.
* Visit the internship links on the Department of Journalism & Public Relations website.
* Talk to your classmates about their internship experiences.
* Network with alumni for mentorship and opportunities.

**TO REGISTER:**

1. Complete the J4000 internship application form ***prior to the start of your internship.*** No enrollment after the first week of the semester. Form can be found at [http://www.bgsu.edu/content/dam/BGSU/college-of-arts-and-sciences/media-and-communications/jourAssets/JOUR\_internship\_form(interactive).docx](http://www.bgsu.edu/content/dam/BGSU/college-of-arts-and-sciences/media-and-communications/jourAssets/JOUR_internship_form%28interactive%29.docx)
2. Turn in the application form to the JOUR 4000 instructor, who will sign and get you registered for credit. Forms also may be dropped off at the main office, 306 Kuhlin.

**JOURNALISM AND PUBLIC RELATIONS MAJOR/MINOR REQUIREMENTS:**

One hour of internship credit is defined as 120 hours of work.

*Majors* - must complete at least two hours of internship credit, allowed up to three hours. Majors must complete one on-campus and one off-campus internship.

*Minors* - must complete at least one hour of internship credit either on or off-campus

***DEFINITION OF ON-CAMPUS/OFF-CAMPUS:***

*On-campus* - working with student or university media OR providing journalism work to an academic unit or campus organization

*Off-campus* - professional journalism or public relations organization not affiliated with the university

**APPLICATION FOR CREDIT:**

* You must apply for credit before the start of your internship.
* Only JOUR 4000 credit satisfies the internship requirements.
* You are unlikely to receive credit for an internship without first completing the application and following the reporting procedure. Appeals may be submitted to the department’s Appeals Committee and be approved by it and the department chair.

**CREDIT WILL BE GRANTED WITH SATISFACTORY COMPLETION OF ALL OF THE FOLLOWING:**

1. You worked the required hours for credit at your pre-approved internship.
2. The JOUR 4000 instructor approved your mid-semester video update of your progress
3. Your internship supervisor’s evaluation has been submitted.
4. The JOUR 4000 instructor approved your final report and portfolio.
5. You participated in the final class debriefing activity (summer interns excluded).

**You will find details for your mid-semester video project, final report and portfolio, and final debriefing class activity in your syllabus, available on Canvas the first day of the semester or summer session.**

**GENERAL POLICIES:**

* You are encouraged to intern for an entire term, but other arrangements can be made with prior approval.
* Your professional internship supervisor will guide you on the job and maintain appropriate contact with the JOUR 4000 instructor.
* The department sends an evaluation form to your professional supervisor near the end of your internship.
* The department encourages you to seek paid internships. In other circumstances, you may be paid for your expenses or serve voluntarily, depending on the standard practice of the organization.
* In keeping with journalistic ethics, avoid any conflict of interest, perceived or real. You may not count work supervised by a parent, spouse, other family member or close acquaintance for internship credit.

*(Updated 5/18)*