

## **INTERNSHIP POLICIES AND PROCEDURES**

An intern is a student gaining supervised practical experience in journalism by working outside the classroom in a professional setting. Credit is earned (S/U only) under Journalism 400, Field Experience. Journalism majors must earn two (2) hours of internship credit; Journalism minors must complete one (1) hour of Journalism 400. Three (3) hours is the maximum Journalism 400 credit permitted for majors. Credit earned for approved studies under Journalism 480/490, Special Problems, does not satisfy internship requirements. For print and public relations students, one internship must be served on-campus, with student or university media or journalistic service to academic units or campus organizations. It is preferred, but not required, that a second internship be off-campus, in a professional media or communications setting, to enhance quality and variety of experience. Broadcast sequence students are not required to do an on-campus internship, but still must earn 2 hours of internship credit.

The internship is a structured experience, which must have demonstrated educational value. A faculty adviser's approval is required in advance of the internship. A student must complete the Internship form and have it signed by the adviser, obtain a JOURNALISM 400 section number and register for the course. Credit is earned when the internship is completed, the supervisor's evaluation obtained, and all required reports and the portfolio are approved by the faculty adviser. Department policy does not permit credit retroactively for internships. Petitions for exceptions to this rule must be submitted to the Appeals Committee and approved by it and the department chair.

## **BASIC PRINCIPLES AND PROCEDURES FOR INTERNSHIPS**

1. One semester hour of credit requires no less than 120 hours of internship work. Credit is usually earned in the term of internship service, but may be granted in the following term, especially if an internship extends over two terms. Credit for summer internships is granted in the following fall term, unless the student is graduating during the summer, providing the department is notified two (2) weeks into the experience.
2. Students are encouraged to intern for an entire term, but cumulative credit may be earned, if approved in advance and coordinated by a faculty adviser.
3. The student's assigned faculty adviser is the preferred adviser for intern experiences, but may refer the student to another faculty member to advise on an internship in his or her specialized field of experience. The adviser will contact the job supervisor at least once during the internship, guide the student as needed, and evaluate the completed internship work.
4. The professional supervisor will guide the student on the job, maintain appropriate contact with the adviser, and provide a written evaluation of the student's work and learning achievements. The department sends the evaluation form to supervisors to complete near the end of the internship.
5. Students must submit to faculty adviser monthly reports and a detailed final report and a portfolio/clipbook of internship work. (See the guidelines on the other side for the detailed final report and portfolio/clipbook.)
6. Interns may be paid a salary or expenses, or serve voluntarily, depending on the standard practice of the organization served.

(OVER)

## **Journalism 400 . . . . The Final Written Report & Scrapbook**

A detailed written report and a portfolio/clipbook are required for students to receive credit for internship experience. Summer internship reports should be turned in by the end of the second week of classes fall semester. Credit is to be earned during the same term the internship was held; reports should be in 10 days before grades are due. Reports should be well organized and carefully written and proofread. Here are general guidelines:

### Written Report

1. Type on regular typing paper, enclose in a binder, and include:
  - a) Title page with student's name, organization, dates worked, name and title of supervisor on job, name of instructor who is evaluating the experience for credit, course title, date submitted.
  - b) Table of contents with page designations.
  - c) List of any appendices, with identification of tables, reports, photocopied material or other data included.
  
2. Body of report should contain:
  - a) Concise profile of the organization and its function in the community served or special publics with which it interacts. Describe briefly the organization's policies and staff or departmental organization as these apply to your job.
  - b) Your job. Provide a detailed discussion of your duties, the tasks you completed, what you learned from the experience, the nature and quality of supervision you received. Be candid about problems encountered, if and how they were overcome. Highlight what you believe were your major achievements. It is recommended that you keep a diary of daily work activities and prepare a summary of these at the end of each week. Your discussion may be organized chronologically (perhaps in weekly segments) or under primary ongoing categories of activities.
  - c) Evaluation. Assess how valuable the experience was to you, how well your journalism courses and advising prepared you for it, how effectively the job supervisor worked with you. What recommendations can you make for the organization, the supervisor or the instructor in guiding future interns in this job.

### The Portfolio/Clipbook:

Include copies of any important items that show the work you did -- news stories, clippings, photographs, layouts, features, fact sheets, publications, brochures or flyers, scripts of electronic media or audiovisual presentations, important letters, meeting agendas, timetables, research findings, program plans, and any evaluations of effectiveness of materials you developed. Films, slides or tapes should be available for the instructor to view, if necessary. Present copies of unpublished stories.

Provide a copy of the written report for your permanent file. The original and your portfolio/clipbook will be returned to you. These are a valuable foundation for your portfolio. Copies of some items may be requested by your instructor, who also should receive periodic progress reports during the internship.