

INTERNSHIP POLICIES AND PROCEDURES

Internships provide you with supervised practical experience working in a professional journalism setting outside the classroom. You earn internship credit (S/U only) under JOUR 400, Field Experience.

If you are a journalism major you are required to earn at least two (2) hours of internship credit. If you are a journalism minor you must complete one (1) hour of internship credit. Journalism majors may take up to three (3) hours of JOUR 400 credit.

If you are focusing on *print or public relations* you are required to complete one internship on-campus with student or university media or providing journalistic service to academic units or campus organizations. It is preferred, but not required, that your second internship be off-campus in a professional media or communications setting. If you are a *broadcast* student you are expected to complete two off-campus internships.

An internship is a structured experience, which must demonstrate educational value. You must complete a internship application prior to or at the start of your internship and that form must be signed by your faculty adviser and internship supervisor. If your internship supervisor is not local you can have them fax approval to the main office at (419)372.0202 or email confirmation to your faculty advisor. When your applications are turned in the department will assign you a JOUR 400 section number and register you for the course.

You may not apply for credit after the internship is completed. Petitions for exceptions to this rule must be submitted to the department's Appeals Committee and approved by it and the department chair.

You earn credit when: the internship is completed, the supervisor's evaluation has been submitted, and all required reports and the portfolio are approved by the faculty adviser.

Only JOUR 400 credit satisfies the internship requirements.

BASIC PRINCIPLES AND PROCEDURES FOR INTERNSHIPS

1. For each hour of internship credit you earn you are required to complete a minimum of 120 hours of work. You generally earn credit in the semester you complete the internship, but with prior approval it may be granted in the following term, especially if an internship extends over two terms. Credit for summer internships is routinely granted in the following fall semester, unless you are enrolled in other classes and wish to carry the credit in the summer.
2. You are encouraged to intern for an entire term, but other arrangements can be made with approval in advance from your faculty adviser.
3. Your assigned faculty adviser is the preferred adviser for your internship experiences, but in consultation with your faculty adviser you may decide to ask someone else to advise an internship in his or her specialized field of experience.
4. Your professional supervisor will guide you on the job and maintain appropriate contact with your adviser. The department sends an evaluation form to your supervisor near the end of your internship.
5. You are expected to provide regular, written reports to your faculty advisers. Together with your adviser you will need to determine whether such reports will be due at the end of each month, twice a semester, or once at mid-semester. You must turn in a detailed final report and portfolio or clipbook of your work at

the end of the internship.

6. 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.

7. In keeping with journalistic avoidance of 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

THE FINAL WRITTEN REPORT & PORTFOLIO/CLIPBOOK

To receive credit for your internship you must turn in a detailed written report of your experience along with samples of the work you completed--the portfolio/clipbook. Some faculty members ask you to make appointments to meet with them to submit your report.

Your report is due the Monday of the week before finals in the semester in which you are receiving credit. Two (2) copies of your report are required; one will be placed in your department file and the second along portfolio/clipbook will be available for you to pick up after grades are submitted.

Your report should be factual, well organized, carefully written, thoroughly proofread, and it should follow these general guidelines:

- Be typed or computer generated on white paper
- Include a title page with your name, the name of the organization you interned with, the dates you worked, the name and title of your supervisor on job, the name of your faculty supervisor, and the date you are submitting the report.
- Include a complete table of contents with page designations and a list of any appendices.
- The body of your report should be at least five (5) pages long and include:
 - 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.
 - A description of your job, including 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. Your discussion may be organized chronologically (perhaps in weekly segments) or under primary ongoing categories of activities.
 - An evaluation of your experience. 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 the job
- Where appropriate you may choose to present your work in a binder

Your portfolio/clipbook should include copies of any important items that show the work you did. This might include news stories, clippings, photographs, features, layouts, edited copy, 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. You may include copies of unpublished stories.