

INTERNSHIP POLICIES AND PROCEDURES

Department of Journalism and Public Relations

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.

TO REGISTER:

1. Complete internship application **prior to the start of your internship.**
2. Have your faculty adviser complete and sign the registration information on the application.
3. Turn in your application to the School of Media and Communication office, 306 Kuhlin Center.
4. The department will assign you a JOUR 4000 section number and register you for the course.

Policies

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
 - Minors* - must complete at least one hour of internship credit
- Internships may be paid or unpaid in addition to credits, but compensation is dependent on standard practice of the organization or business.

SEQUENCE REQUIREMENTS:

Print - two internships: must be one on-campus and the second internship preferred to be off-campus
Public Relations - two internships: must be one on-campus and the second preferred to be off-campus
Broadcast - two internships: must complete both 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 have worked the required hours for credit at your pre-approved internship.
2. Your internship supervisor's evaluation has been submitted.
3. Your faculty adviser has approved your final report and portfolio.

Procedures

- For each **INTERNSHIP CREDIT** hour 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 because internships often extend beyond the summer grade deadline, unless you are enrolled in other classes and choose to carry the credit in the summer. Regardless of the semester in which you earn your credit, you must complete the application prior to starting your internship.
- You are encouraged to intern for an **ENTIRE TERM**, but other arrangements can be made with prior approval from your faculty adviser.
- 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.
- Your professional internship **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.
- You are expected to provide regular, written **REPORTS** to your faculty adviser. Together with your faculty adviser you will determine whether such reports will be due at the end of each month, twice a semester or once at mid-semester.
- To receive credit, you must **TURN IN** a detailed final report and portfolio to your faculty adviser at the end of the internship. Guidelines for the report and portfolio are outlined on the following two pages.
- Your faculty **ADVISER** may require you to make an appointment to meet with him or her to submit your report and portfolio.
- Your report is due the **MONDAY** of the **LAST WEEK OF CLASSES** (prior to exam week) of the semester in which you are receiving credit. Reports for internships completed in the summer but for fall semester credit are due the **MONDAY** of **WEEK 4** of fall semester.
- **TWO COPIES** of your report are required. One copy will be placed in your department file, and the second copy will be available for you to pick up after grades are submitted. The internship supervisors do not see a copy of the report unless you share the report with them.
- 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.

Portfolio Guidelines

1. In a professional binder/clipbook, include copies of or links to 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 the materials you developed.
2. For each example in your portfolio include a brief description and evaluation of the piece. What is the piece? What was the purpose of the piece? How was it used? How effective or successful was the piece? Was it published (why or why not)? What did you learn?

Final Report Guidelines

REPORT SPECIFICATIONS:

1. Typed on white paper
2. Include a title page with all of the following:
 - a. your name
 - b. the name of the organization where you completed your internship
 - c. the dates you worked
 - d. the name and title of the person who supervised your internship
 - e. the name of your faculty adviser
 - f. the date you are submitting the report
3. Include a complete table of contents with page designations and list of appendices
4. Your report should be factual, well organized, carefully written and thoroughly proofread
5. You must complete all the questions in each of the three parts of the report content.
6. If you do not have an example for a question or did not have an opportunity to complete what is being asked for, please indicate that in the body of the item.

REPORT CONTENT:

PART A: SUMMARY

1. **ORGANIZATION PROFILE:** Please describe 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.
2. **JOB DESCRIPTION:** Describe your job including your duties and responsibilities and the tasks you completed during the internship.
3. **MAJOR ACHIEVEMENT:** What was your major achievement during the internship? What made it exceptional or noteworthy?

Report Content Parts B & C continued on next page

REPORT CONTENT *(continued)*:

PART B: REFLECTION

1. **FREEDOM OF SPEECH:** Describe a situation where the concept of a free press was challenged. What situations did you encounter where someone in authority tried to restrict your access or did not allow you to shoot photos or video? What opportunities did you have to request public documents or attend public meetings? How did you handle it or how was it handled by the organization?
2. **PROFESSIONALISM:** How do the professionals you worked with influence or affect communication? What demands shaped the professionals and how they worked? How has your understanding of what it means to be a professional in your career field changed or not changed as a result of your internship?
3. **DIVERSITY:** Give an example of a time you had to consider a diverse audience in the course of your internship. Or, how diverse is the workplace or audience and how did that affect communication?
4. **IMAGE PRESENTATION:** Analyze a case in which you had to create or use visual information. What was the purpose of the piece? Who was the audience? What form or structure did it take? What was your role in the production of the visual? Did it get published (why or why not)? How would you gauge the success of the visual? What did you learn that will aid you in the future?
5. **ETHICAL PRINCIPLES:** Give an example of a situation in which you had to engage in ethical reasoning.
6. **CRITICAL THINKING:** Give an example of a time you thought critically, creatively and independently.
7. **RESEARCH AND EVALUATE INFORMATION:** What kind of research did you conduct during your internship and what were the challenges? What types of information were you required to evaluate during your internship and what were the challenges with doing so?
8. **WRITING:** What kind of writing did you do during your internship? What were the challenges of writing in these formats?
9. **NUMERICAL AND STATISTICAL CONCEPTS:** In what ways did you use numbers and statistical concepts during your internship? What were the challenges?
10. **TOOLS AND TECHNOLOGIES:** What technologies and programs did you use in the course of your internship and how did you use them? Were the technologies/tools effective?
11. **GROWTH:** How did you grow during your internship? What did you learn in the internship that you had not learned in class? What strengths did you develop? What do you still need to improve on to become a competent contributing professional in your field?

PART C: ANALYSIS

1. What do you wish had been included in your internship experience that was not?
2. How well did your journalism courses and advising prepare you for the internship? What did you learn in class that you applied in your internship?
3. How effective was the job supervision? What recommendations would you make for the organization and the job supervisor in guiding future interns in the position you held?
4. Open comment: What would you like to add about your internship that has not been asked specifically for this report?