

JOUR 4000 Internship Policies and Procedures

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 [Journalism and Public Relations Jobs and Internship blog site](#).
- Talk to your classmates about their internship experiences.
- Network with alumni for mentorship and opportunities.

TO REGISTER:

1. Complete the J4000 internship application form for spring 2018 prior to the start of your internship. This should ideally be done by the end of fall semester. No enrollment after the first week of the semester.
2. Turn in the application form to the JOUR 4000 instructor, who will sign and get you registered for credit.

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. (*See the guidelines on the next pages*)
5. You participated in the final class debriefing activity.

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.

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FINAL REPORT GUIDELINES

REPORT SPECIFICATIONS

1. Submit on Canvas under JOUR 4000 unless otherwise noted by your instructor
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 the JOUR 4000 instructor
 - 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 did not have an opportunity to complete what is being asked for in the Part B Reflection component, indicate this but then describe a hypothetical situation you might have encountered or a situation where your business, organization or professional supervisor does what is being asked.

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?

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?

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PART B: REFLECTION (*continued*)

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?

PORTFOLIO GUIDELINES

1. In a professional binder/clipbook or electronic professional format, 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?
3. Submit portfolio on Canvas under JOUR 4000 unless otherwise noted by your instructor.