



INTERNSHIP POLICIES AND PROCEDURES

Purpose – for Communication + Journalism Students

Internships are a valuable learning experience, therefore, the School of Communication + Journalism facilitates internships to provide the student with a vehicle for further academic and professional growth. As part of the learning process, the student must negotiate the internship with the internship host organization.

General Guidelines:

- The journalism internship can be a **1-credit course** or **0-credit course**, the student must register for **JOU 4946** or **MMC 4945** and registration must occur prior to the end of the drop/add period.
- An internship is a major commitment requiring the student to work **100 hours per semester**.
- The journalism internship is **not a requirement for graduation**; it is optional although highly recommended.
- For journalism students, the internship must be in the host organization's **news department**.
- An internship **may be done more than once** but each time the student must register for JOU4946 and must obtain permission of the faculty internship advisor.
- Students will receive a **Pass/Fail grade**. The grade will be determined by the faculty internship advisor who shall consider **documentation** provided by the student and the host supervisor. This shall include, but not be limited to, the host's evaluation form and either samples of the student's work during the internship, a student journal or activity essay.
- The student will do an internship in a host organization where he/she is not presently, and has not previously been employed. Exceptions to this must be a bona fide **new** experience and with the consent of the chairperson.
- Although welcomed, compensation for work done during the internship is not a requirement.

INTERNSHIP CONTRACT

Signed By:

Student _____ Date

Host Supervisor _____ Date

Internship Coordinator or Department Chair _____ Date

Original to: Internship Advisor for Student's File: **Copy to:** _____Host Supervisor _____Student
Revised: Fall 2016