

## **Internships**

Central Michigan University  
Journalism Department  
454 Moore Hall  
Mount Pleasant, MI 48859  
989-774-3196

Online Journalism – JRN 449  
News-Editorial- JRN 519  
Photojournalism – JRN 529  
Public Relations – JRN 559  
Advertising – JRN 569

### **The Internship Process**

1. Sign a major or minor in the Department of Journalism.
2. Prepare a resume and assemble your portfolio of class, volunteer and work artifacts.
3. Check the departmental bulletin board for opportunities or, on your own, find an organization willing to sponsor you.
4. Go through the interview process and get hired.
5. Make sure you have a written agreement defining your responsibilities. Fifty hours of work are needed for each hour of class credit. Internships are usually for three credit hours, but can be taken for one or two hours of credit.
6. During registration, use a bump card available in the Journalism Office to register for internship credit.
7. Have a successful and rewarding internship, constantly keeping in mind your need to maintain your records, and keep the organization's field supervisor advised of your progress by reports and contact.
8. Because summer internships most often extend beyond the end of a summer session, you will probably receive an "I" for a final grade. Once your internship has been completed, and all required paper work has been received, you will be assigned a final grade.
9. Submit your materials to the internship coordinator within two weeks of completing the internship.
10. The field supervisor will be asked to complete an evaluation of the internship experience and forward it to the internship coordinator.
11. Meet with the internship coordinator to discuss your internship, your materials and the evaluation by your supervisor.

### **The Importance of Internships**

- Careers in journalism and mass communication are among the most exciting and rewarding available today. Students and prospective employers alike agree a good internship experience offers students an opportunity to create real-world skills, demonstrate talents and prepare a portfolio of their work as part of their career preparation.
- Journalism Department faculty encourage internships for all students to integrate their academic preparation with a practical environment. Most students say an internship is one of the most valuable and rewarding experiences of their college career.
- Your final report should contain all your daily journals, completed assignments and the paper assessing the value of your internship experience that outlines what you have learned and what you have discovered you need to learn.

- How is your sponsoring organization structured? How did you fit into that structure?
- What kind of on-going professional supervision did you receive as an intern? How did this affect the quality of your internship experience?
- What positive changes have taken place in your attitude, your self-confidence, your skills and your understanding of this media organization?
- How well did your journalism classes prepare you for this internship? What was your best preparation? How would you improve your course work preparation?
- From your perspective, how could the internship experience be made more rewarding for you?
- If another student asked, “What was your internship like?” how would you respond?
- The internship supervisor will visit with you and your mentor sometime during the internship time frame.

### **Where Do You Look For Internships?**

- Organizations often contact the Department of Journalism seeking interns. These notices are posted on the bulletin boards outside the journalism department offices as they are received. You should check the bulletin board regularly for new internship opportunities. The notices are also sent out on the Journalism Department Student Listserv.
- For many students, internships are now located by:
  - Letting friends and family know you’re seeking an internship.
  - Making lists of possible internships from directories and writing or telephoning to determine internship possibilities.
  - Networking with professional associations through PRSSA, SPJ or other student organizations.
  - Thinking of where you’d like to have an internship, and selling yourself.
- What to look for:
  - You want a “learning experience.” Sometimes, smaller is better. In smaller organizations, you have more opportunity to experience a variety of activities.
  - People who have time to provide you with advice, counsel and critique.
- Approval of an internship is not automatic. The two critical attributes are:
  - Meaningful work.
  - Sponsorship by an experienced qualified, professional mentor.
- The Department of Journalism approves each internship with a watchful eye to make sure you will be doing meaningful work, and not be just a “gofer”. Be very wary of internship opportunities without specific responsibilities and with a rotating supervisor. Merely being there and observing is not a meaningful experience.

### **How to Get the Internship**

Being hired for an internship requires the same attitudes and skills as finding a job following graduation. One good source of information about career planning is *What Color is Your Parachute*. It’s published annually and most every bookstore features it prominently.

**To be completed by student**  
**Application for Internship**  
Central Michigan University  
Department of Journalism

- Online Journalism – JRN 449
- News-Editorial- JRN 519
- Photojournalism – JRN 529
- Public Relations – JRN 559
- Advertising – JRN 569

Please *type* this form or request an electronic version and provide all requested information. Attach an *up-to-date resume* to this form. Return it as soon as possible to the Department of Journalism, Moore 454.

Today's Date \_\_\_\_\_ Applying for internship during Semester \_\_\_\_\_ Year \_\_\_\_\_

Credit hours requested \_\_\_\_\_ Organization \_\_\_\_\_

Name \_\_\_\_\_ Student Number \_\_\_\_\_

Local Address \_\_\_\_\_

Permanent Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Local Phone \_\_\_\_\_ Permanent Phone \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Email address \_\_\_\_\_

Total number of hours / class standing \_\_\_\_\_ / \_\_\_\_\_ Signed journalism major  minor

Adviser \_\_\_\_\_ Concentration:  OL  NE  PJ  PR  AD

Major (if not journalism) \_\_\_\_\_ Minor (if not journalism) \_\_\_\_\_

List any special skills that you possess that would contribute to a successful internship (Desktop or on-line publishing knowledge, research skills, graphic/production knowledge, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Central Michigan University  
Department of Journalism  
**Internship Credit Agreement**

**To be Completed by the Field Supervisor**

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_

Business address \_\_\_\_\_

Business Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Internship starting date \_\_\_\_\_ Internship ending date \_\_\_\_\_

Approximate number of the intern will be working each week \_\_\_\_\_

List major duties expected of the intern:

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List the kinds of supervision/ critique the intern will receive:

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Indicate what form of compensation, if any, the intern will receive:

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Additional conditions or comments:

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Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

### Field Supervisor Evaluation of Student Intern

Please return this form within one week of completion of internship supervision to: Internship Coordinator, Central Michigan University, Department of Journalism Moore Hall 454, Mt. Pleasant, MI 48859.

Please evaluate \_\_\_\_\_ according to your observations and supervision of her/his work as an intern. Check only those items you think are applicable. Your evaluation will be used to help determine a grade for the student's internship experience and provide professional feedback for the student. Thank you for your time and cooperation.

	<i>Excellent</i> (A A-)	<i>Good</i> (B+ B)	<i>Average</i> (B- C+ C)	<i>Below Average</i> (C- D+)	<i>Poor</i> (D D-)
Ability to meet deadlines	_____	_____	_____	_____	_____
Demonstrates initiative	_____	_____	_____	_____	_____
Ability to work independently on projects	_____	_____	_____	_____	_____
Willingness to assume responsibility	_____	_____	_____	_____	_____
Ability to follow instructions	_____	_____	_____	_____	_____
Possesses professional attitude	_____	_____	_____	_____	_____
Ability to work with colleagues and supervisors	_____	_____	_____	_____	_____
Ability to analyze and synthesize	_____	_____	_____	_____	_____
Ability to conduct research	_____	_____	_____	_____	_____
Ability to write	_____	_____	_____	_____	_____
Ability to orally communicate	_____	_____	_____	_____	_____
Ability to use computers	_____	_____	_____	_____	_____
Degree of improvement	_____	_____	_____	_____	_____
Overall quality of work	_____	_____	_____	_____	_____

In your opinion, did the student have the basic knowledge and skills required for this internship? Please comment.

\_\_\_\_\_

\_\_\_\_\_

What are the intern's apparent strong points? \_\_\_\_\_

\_\_\_\_\_

Weak points? \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check if you prefer this evaluation remains confidential.

If you were assigning a grade, would it be:

A      A-      B+      B      B-      C+      C      C-      D+      D      D-

## To be Completed by Internship Coordinator

Student Name \_\_\_\_\_

Student ID Number \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_

JRN 449 \_\_\_\_\_ 519 \_\_\_\_\_ 529 \_\_\_\_\_ 559 \_\_\_\_\_ 569 \_\_\_\_\_

Course Reference Number \_\_\_\_\_

Final materials to be submitted to instructor by intern upon completion of internship:

- First, Midterm and Final Reports
- Daily and weekly calendars and journals, denoting activities, projects and experience
- Examples of projects completed
- Final paper assessing the “results” of the intern experience
- Number of internship credits approved \_\_\_\_\_

Grade earned:

A      A-      B+      B      B-      C+      C      C-      D+      D      D-

## **JOURNALISM INTERNSHIP REQUIREMENTS**

1. The intern must complete a minimum of 50 work hours for each hour of credit during the course of the internship, with a maximum of three credit hours allowed. The intern is encouraged to spend more than 150 hours working during the internship, if at all possible.
2. During the internship, the intern will compile a journal of daily activities, to be submitted to the internship coordinator at the conclusion of the internship. The journal should be an accurate reflection of the duties and/or activities the intern was involved with on a daily basis.
3. At the conclusion of the first week of the internship, the intern will submit a one-page paper outlining the beginning of the internship.
4. Midway through the internship, the intern will submit a 1-3 page paper to the internship coordinator, discussing the first half of the internship. Papers in items three and four can be sent via email or regular mail.
5. At the conclusion of the internship, the intern will submit the following materials to the internship coordinator:
  - a. The completed field supervisor evaluation form found in the internship application.
  - b. Samples of the intern's work for the internship.
  - c. A final paper that includes the following information: what was good/bad about the internship; what the intern would have changed to make it a better internship; highlights/lowlights; and, what could the journalism department have done to have better prepared the student for the internship. There is no designated length for the paper, and it will be evaluated on clear, concise writing as well as honesty in content.
6. Once all the materials have been submitted and evaluated, a grade will be submitted to complete the course.

If there are any questions, please contact the internship coordinator.