

## Journalism 450-Internship/Independent Study

### REQUIREMENTS:

Any student wishing to complete an internship for credit must have prior approval from the undergraduate program director, based upon a written proposal describing the nature of the work that will be done and providing the name of the media outlet as well as the contact information of the person who will supervise the student during the internship..

The student is responsible for researching and obtaining the necessary permission from the participating **media outlet**.

*(Note some media outlets require that a student enroll in an independent study before he/she can obtain the internship.)*

Basic Independent Study/Internship requirements:

- \* Only a departmentally approved media outlet, which can provide necessary supervision and assessment of the student, is acceptable.
- \* To complete an independent study/internship successfully, students must complete 160 hours of unpaid service (no salary, stipends, or other such remuneration).

**IMPORTANT:** Students must obtain departmental approval *before* enrolling in the Independent Study/Internship. Internships cannot interfere with the student's regular coursework.

Once the student has received the required departmental approval:

- \* The student must enroll in Jour450 either during the term of the internship or in the term immediately following.

NOTE: Some media outlets require that the student enroll in the Independent Study before the internship can begin.

- \* The student must complete and submit a three-to four-page (double-spaced) proposal at least three weeks prior to beginning the internship. The proposal should briefly outline the student's goals and objectives during the internship. For example, does the student hope to write stories, edit copy, shadow reporters or photographers? The proposal should explain in some detail how this internship will further the student's career in journalism. The proposal must also provide the name and contact information of the student's supervisor at the host institution.
- \* Midway through the internship, the student's supervisor must provide the department with a brief assessment of the student's progress. (This may be done by email.)
- \* The student must keep a detailed, daily journal of his/her experience.

Upon completion of the internship:

\* The student will submit a well-written, 15-page essay (double-spaced), which details the entire experience as well as how the internship met or did not meet the student's expectations as expressed in the student's proposal.

\* The participating media outlet must submit a final review of the student's performance. (This may be done by email.)

**Jour450 Checklist (for student):**

- \_\_\_\_\_ Approval from media outlet
- \_\_\_\_\_ Approval from the department (required)
- \_\_\_\_\_ Enroll in Jour450 (TBD--required)
- \_\_\_\_\_ Proposal due at least three weeks prior to beginning the internship (required)
- \_\_\_\_\_ Daily journal
- \_\_\_\_\_ Mid-point assessment (required)
- \_\_\_\_\_ Final assessment (required)
- \_\_\_\_\_ 15-page personal essay (required)
- \_\_\_\_\_ Clippings/work samples
- \_\_\_\_\_ Debrief with undergraduate program director