

Internship Guide and Application

**SCHOOL OF MASS COMMUNICATION
AND
JOURNALISM**

UNIVERSITY OF SOUTHERN MISSISSIPPI

*“Experience is not what happens to a person,
It is what that person does with what happens.”*

--Aldous Huxley

Internships offer students in the School of Mass Communication and Journalism an important opportunity for supervised learning in a professional setting. Students benefit by gaining valuable insight into the careers and job tasks of professionals in their major, by enriching their learning experience through observing first-hand the practical application of classroom theories and concepts, and by gaining vital professional contacts with professionals in their major. Internships may be earned in journalism, public relations, advertising, and radio, television and film. Three credit hours are offered for students successfully completing the internship over the course of one semester.

Internship Qualifications

The following requirements must be met for all students applying for an internship:

1. Have completed half (18 hours) of the 36 hour major requirements, including the necessary skills courses in your major.
2. Have a grade point average of 3.0 in major courses.
3. Have an overall grade point average of 2.5.
4. Submit an internship application (attached) to the Director no later than the first week of the semester.

Internship Requirements

To successfully complete the requirements of your internship, each student must:

1. Keep a **daily** log that describes and explains what you did each day during your internship. Two or three sentences after each day's work will suffice. This must be turned in with your midterm report and final report (see below).
2. Develop an internship portfolio that includes **samples of the work** you executed during your internship. Submit this at the conclusion of your internship in a format that is attractive and easy to use.
3. Write two reports, one at midterm and one at the conclusion of your internship. These reports should discuss your internship experience (see attached guidelines).
4. Make sure your internship supervisor/coordinator completes and submits an evaluation form (attached). (**Note:** This evaluation form may be completed and submitted via the School of Mass Communication and Journalism website--www.usm.edu/mcj)
5. Make sure you complete and submit an evaluation form (attached).

Internship Application Procedure

To arrange an internship, the following steps must be completed in order:

1. Review the internship qualification requirements above to determine if you are eligible.
2. If eligibility requirements are met, discuss your internship interests with your faculty advisor to determine the organization at which you will intern and the semester during which you will intern.
3. Complete Part 1 of the Internship Application (attached) and get the signatures of the MCJ Internship Coordinator and the Director. Part 1 elicits information about you and the proposed internship. Make two copies of this form. The original should be given to the MCJ Internship Coordinator who will place it into your student file. Keep a copy for yourself and give a copy to the internship supervisor/coordinator where you will be working.
4. Contact the internship supervisor/coordinator at the organization at which you will intern and make an appointment to discuss your proposed internship. (**Note:** Some organizations may require interviews with potential interns and select one or more interns based on the organization's needs and the interns' qualifications.)
5. Meet with the internship supervisor/coordinator and discuss the internship policies/procedures of the organization. (**Note:** Internships require of 160 total hours during the semester. This averages to 12 hours per semester for fall and spring and 20 hours for the summer.)
6. If the organization accepts you as an intern, have the internship supervisor/coordinator complete Part 2 of the Internship Application. You should make two copies of this form. The original should be given to the MCJ Internship Coordinator who will place it into your student file. Keep a copy for yourself and give a copy to the internship supervisor/coordinator.
7. Meet your assigned internship supervisor/coordinator and set your work schedule.

Internship Advice

Most students find the internship experience rewarding and fulfilling. Remember ADAP to help your internship experience be successful.

Attitude—be eager to learn and find projects on your own. Showing initiative and being a pleasant coworker will make you a valuable member of the team.

Dependability—showing up to work on time each time you are expected is important. Interns who fail to show up or who are habitually late may be fired from their internship positions.

Appearance—be well-groomed and dress appropriately.

Professionalism—internships lead to professional contacts that become important when you enter the job market. Be confident and courteous, ambitious and friendly.

Checklist for Internship

These steps must be followed in order to receive class credit for an internship. Please use this form in coordination with the Internship packet to make sure you have all the necessary pieces to the puzzle. The internship coordinator will sign off on this sheet as part of the overall process. You cannot begin an internship until all these steps are completed.

Name _____ Student ID # _____

Adviser _____

I wish to pursue this internship during the _____ Fall _____ Spring _____ Summer semester of _____ (year).

I meet the internship qualifications:

___ I have completed half (18 hours) of the 36-hour major requirements, including the necessary skills courses in my major.

___ I have a grade point average of 3.0 in major courses.

___ I have an overall grade point average of 2.5.

I have my faculty adviser's permission to pursue an internship.

(Adviser's signature)

Date

I am prepared to interview for the internship.

___ I have an accurate, complete resume.

___ I have a copy of the MCJ Internship Guide and Application.

___ I have read the MCJ Internship Guide and Application and am familiar with its contents.

___ I have completed Part 1 of the Internship Application and made two copies of that form.

___ I have transportation. If no, please indicate here: _____

___ I am willing to arrange my schedule so that I can interview for the internship.

___ I have an appointment with the MCJ Internship Coordinator to discuss plans for my internship. (Call 266-6746 to arrange an appointment).

___ I have some ideas of the kind of internship I wish to acquire and have listed them here:

___ I understand that many internships are not paid.

___ I understand that I must clock 160 hours during the course of this semester to get credit for this internship. I understand that this is approximately 12 hours per week during the fall and spring semesters and 20 hours per week during the summer semester.

I am actively interviewing for an internship. Below are listed the internship opportunities I plan to pursue.

Internship/phone #	Appointment?	Offer?

I have accepted an internship with _____. I begin the internship on _____ and plan to work _____ hours per week.

___ I have registered for class credit via SOAR for this internship.

___ I have had the internship supervisor complete Part 2 of the Internship Application.

___ I have made two copies of Part 2 of the Internship Application.

___ I have turned one copy to the MCJ Internship Coordinator.

___ I have noted the requirements for the internship and agree to keep those and turn them in at the end of the internship.

Student signature

Date

Internship coordinator

Date

Internship Application

Part 1: *To be completed by the student*

Please complete the following form and get the appropriate signatures before meeting with the internship supervisor/coordinator.

Name _____ Date _____

Student ID _____ Major/Emphasis Area _____

GPA in Major _____ Overall GPA _____

Hours completed at USM _____ Hours completed in major _____

Local address _____ Phone _____

USM email address _____

Home address _____ Phone _____

Home email address (if applicable) _____

Semester of proposed internship ____ Fall ____ Spring ____ Summer Year _____

Proposed internship provider:

Name _____

Address _____

Phone _____ Website address (if applicable) _____

Internship supervisor/coordinator (name and title)

Description of proposed internship responsibilities:

Approved:

Internship Coordinator _____ Date _____

Director _____ Date _____

Internship Application

Part 2: *To be completed by the Internship Supervisor/Coordinator*

Internship Organization _____

Internship Supervisor/Coordinator (name and title)

_____ Date _____

Dates of internship: _____ Is this internship paid? ____ no ____ yes

Projected weekly schedule for intern _____

Description of internship duties:

How should we contact you? You will be contacted at least twice during the internship period by someone in the School of Mass Communication and Journalism. Please indicate how you would prefer to be contacted (choose one):

____ Email (email address _____)

____ Phone (office phone number _____)

____ Other (please describe) _____

Please read before signing: I understand that this internship is a learning experience for this student and that as his/her internship supervisor/coordinator I will provide opportunities for the student to learn more about his/her chosen career, build his/her portfolio, and/or establish professional contacts. Furthermore I understand that this intern is to be evaluated by his/her internship supervisor/coordinator **twice** during the term of the internship.

Signed _____ Date _____

Internship Supervisor/Coordinator

Signed _____ Date _____

Student

Signed _____ Date _____

MCJ Internship Coordinator

Signed _____ Date _____

Director

Guidelines for Student's Internship Reports

Each intern is required to turn in two formal reports concerning the internship experience to his/her faculty advisor in accordance to the following guidelines:

Report 1: (Due the week of midterms at USM, or at the midpoint of the internship).

This report is to be 3-4 pages of double-spaced, typed copy which contains:

1. A list and explanation of all duties assigned by the internship provider.
2. An explanation of the work completed so far.
3. A review/explanation of the challenges you have faced
4. How you have managed these challenges.
5. What your outlook is or expectations are for the remainder of the internship.

Report deadline is _____

This is to be filled in at the beginning of the internship.

Report 2: (Due on the last day of classes or at the completion of the internship).

This report is to be 5-7 pages of typed, double-spaced copy which contains:

1. A summary of what you did during the internship.
2. An explanation of the professional advancements and accomplishments this internship has provided for you.
3. An analysis of the similarities and differences between the internship and the classroom experience.
4. Your feelings about the value of the internship program and your experiences in this internship.
5. Your feelings about the internship provider and how they worked with you as an intern.

Report deadline is _____

This is to be filled in at the beginning of the internship.

Please tell us about the kinds of work this intern did for you during the internship. Please assign a percentage indicating the time spent doing that work. For example: John/Mary Jones primarily worked on our company newsletter during his/her internship here. S/he spent 40 percent of the time writing; 50 percent of the time designing; and 10 percent of the time gathering information for the newsletter.

Please comment on the intern's overall performance, strengths and weaknesses during this internship.

Based on the intern's performance in this internship, what do you think his/her chances for success are in the field?

Please rate this intern's writing skills on the following criteria (**Note:** Please skip this section if this student's tasks during his/her internship are not applicable.)

1. Style and grammar

Very poor									Excellent
1	2	3	4	5	6	7	8	9	

2. Accuracy

Not accurate at all									Always accurate
1	2	3	4	5	6	7	8	9	

3. Thoroughness

Not thorough at all									Very thorough
1	2	3	4	5	6	7	8	9	

4. Creativity

Not creative at all									Very creative
1	2	3	4	5	6	7	8	9	

5. Overall writing quality

Very poor overall quality									Very high overall quality
1	2	3	4	5	6	7	8	9	

Using the grading scale below, how would you rate this student's work during his/her internship?

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

Signature of internship supervisor/coordinator:

_____ Date _____

9. How would you rate the progress you made during this internship?

No progress at all
1 2 3 4 5 6 7 8 9 10
Extremely quick learner

10. Overall, how would you assess yourself?

Very unsatisfactory
1 2 3 4 5 6 7 8 9 10
Very satisfactory

Please rate the internship on the following characteristics.

1. Portfolio development

Very little opportunity
1 2 3 4 5 6 7 8 9 10
Excellent opportunity

2. Professional contacts/networking

Very little opportunity
1 2 3 4 5 6 7 8 9 10
Excellent opportunity

3. Insight into what professionals in my chosen major do

Very little opportunity
1 2 3 4 5 6 7 8 9 10
Excellent opportunity

4. Overall learning experience

Very little opportunity
1 2 3 4 5 6 7 8 9 10
Excellent opportunity

Using the grading scale below, how would you rate your work during this internship?

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

Source of Internship Information

How did you obtain information about this internship? (check the appropriate response)

- from a list of internship providers maintained by the School
 from an announcement made in class
 from a speaker ___ in class ___ at a student meeting ___ at a conference
 from the internship provider
 from a conversation outside of class or a meeting with a professor.
 from a list of internship providers maintained by another USM office (please indicate which USM office) _____
 other (please describe) _____
-