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, internship 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. ____________________________________________
Describe any on-campus or off-campus communication-related work experience:
1. 
2. 
3. 

**Journalism courses completed:**

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<thead>
<tr>
<th>Title</th>
<th>Grade Received</th>
<th>Instructor</th>
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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:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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

__________________________________________________________________________

Additional conditions or comments:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

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.

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