

Internships

Central Michigan University
Journalism Program
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 Journalism program.
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 paperwork 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 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 Journalism program seeking interns. These notices are posted on the bulletin boards outside the journalism 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 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 Journalism program 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
Journalism Program

- 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 Journalism office, 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:

Title	Grade Received	Instructor
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Central Michigan University
Journalism Program
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
 Journalism Program
 Moore Hall 454, Central Michigan University
 Mt. Pleasant, MI 48859
 jrndept@cmich.edu

Please evaluate _____ according to your observations and supervision of the intern's performance. 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.

If the statement does not apply, please leave that item blank.

	<i>Excellent</i>	<i>Good</i>	<i>Average</i>	<i>Below Average</i>	<i>Poor</i>
	(A A-)	(B+ B)	(B- C+ C)	(C- D+)	(D D-)
Ability to meet deadlines	_____	_____	_____	_____	_____
Demonstrates initiative	_____	_____	_____	_____	_____
Ability to work independently	_____	_____	_____	_____	_____
Ability to work with diverse populations	_____	_____	_____	_____	_____
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	_____	_____	_____	_____	_____
Use data effectively	_____	_____	_____	_____	_____
Ability to evaluate their work	_____	_____	_____	_____	_____
Apply basic statistics	_____	_____	_____	_____	_____
Apply legal principles	_____	_____	_____	_____	_____
Understand how professionals shape communication	_____	_____	_____	_____	_____
Ability to present images and information	_____	_____	_____	_____	_____
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, what would it be?

Please return this form to: jrdept@cmich.edu

JRN INTERNSHIP REQUIREMENTS

Credit Hours

The intern must complete a minimum of 50 work hours for each hour of credit during the course of the internship. While the intern is encouraged to spend more than 150 hours working during their internship, a maximum of three credit hours is allowed.

Daily Journal

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.

Reflections

Week One Reflection

At the conclusion of the first week of the internship, the intern will submit a one-page paper outlining the beginning of the internship.

Midway Reflection

Midway through the internship, the intern will submit a 1-3-page paper to the internship coordinator, discussing the first half of the internship. **Reflections can be sent via email or regular mail**

Internship Completion

Required Assignments

The intern must submit the following materials upon completion of the internship.

Field Supervisor Evaluation Form

This must be filled out by your internship supervisor. The form can be found on the JRN Internship webpage.

Internship Work Samples

Samples of the intern's work created during the internship.

Final Reflection Paper

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
- what could the JRN Program have done to better prepared the student for the internship.

There is no designated length for the paper. It will be evaluated on clear, concise writing as well as honesty in content.

A FINAL GRADE FOR THE INTERNSHIP WILL BE SUBMITTED ONCE ALL THE MATERIALS HAVE BEEN SUBMITTED AND EVALUATED

CMU INTERNSHIP AGREEMENT

The attached CMU Internship Agreement must be signed by the organization where the student will be doing the internship.

When the agreement has been signed by the person of authority with the organization, it must be submitted with the rest of the internship application materials.

Because this is University-wide policy, it is important for the student to understand that the Internship Coordinator CAN'T give the student a bump card until the CMU Internship Agreement document is signed by the representative of the organization.

The ONLY exception to this rule is if the student is interning with a CMU Department or Organization (i.e. UCOMM, Athletic Communications, Special Olympics of Michigan, etc.)

**AFFILIATION AGREEMENT
BETWEEN
Central Michigan University
AND
Agency Name**

This **Affiliation Agreement** is entered into this **Day** day of **Month**, 20**Year** and sets forth terms and conditions which govern the **select one** (“Practical Experience”) of students of Central Michigan University, a public university established by the constitution and laws of the State of Michigan, located in Mount Pleasant, MI (hereinafter referred to as “**CMU**”) at **Agency Name** located at **Address** (hereinafter referred to as “**Agency**”).

Responsibilities of CMU:

1. Plan and administer, in consultation with **Agency**, the Practical Experience in the **Program** program for CMU student(s) assigned to **Agency**.
2. Provide **Agency** with the name of student(s) to be assigned to the site as soon as possible after registration each semester.
3. Inform student(s) that they will be required to abide by the rules and policies of **Agency**. Upon notification from **Agency** of improper conduct by a student, **CMU** will immediately investigate and take appropriate action.
4. Maintain all educational records of our students and comply with all statutes, rules, and regulations regarding any release of information from such records.
5. Ensure that student(s) have coverage under **CMU’s** General Liability Insurance Policy throughout the Practical Experience.
6. Recommend that student(s) have in force a health insurance policy to defray the cost of hospital or medical care that may be sustained during the period of placement. **CMU** will inform student(s) of potential monetary liability the student(s) might incur as a result of failure to maintain sufficient coverage.

Responsibilities of Agency:

1. **Agency** must designate a primary supervisor of the student(s) who agrees to be available for instruction during the Practical Experience.
2. **Agency** will retain full responsibility for **Agency’s** operations and administration.
3. **Agency** will provide any pre-placement information that needs to be shared with the student(s) and provide any necessary orientation to the student(s) within the first week of placement.
4. **Agency** has the authority to request the withdrawal of any student from the Practical Experience for reasonable cause related to the need to maintain an acceptable level of service and/or business operations. Such request is to be in writing. Upon receipt, **CMU** will immediately comply with the request.

Mutual Terms:

1. The students assigned to this Practical Experience should be considered students and not employees of either party, thus are not covered by either **CMU** or **Agency** for purposes of compensation, fringe benefits, workers’ compensation, unemployment compensation, minimum wage laws, income tax withholding, social security, or any other related purpose. Students are placed with the **Agency** to receive an educational experience as a part of the student’s academic curriculum. The Practical Experience responsibilities performed by students are not performed as employees, but in fulfillment of these academic requirements and are performed under supervision. At no time shall students replace or substitute for any employee of the **Agency**. This provision shall not be deemed to prohibit the employment of any such student by either party under a separate employment agreement. **CMU** will notify each student of the contents of this paragraph.
2. Both parties shall maintain General Liability Insurance or its equivalent.
3. In the performance of their respective duties and obligations under this Agreement, **CMU** and **Agency** are independent contractors, and neither is the agent, employee, or servant of the other, and each is responsible for its sole conduct. There shall be no monetary consideration paid by either party to the other.
4. Both parties promise to act in an ethical and responsible manner for their respective activities and actions taken on its behalf under this program, and agree to comply with all applicable federal, state, and local laws, regulations, statutes, and ordinances. **CMU**, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. Both parties promise not to discriminate against persons based on age, color, disability, ethnicity, familial status, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight (see <http://www.cmich.edu/ocrie>).

5. This Agreement will become effective on the date when it is fully signed by all parties below and shall terminate on the **Day** day of **Month**, 20**Year**. However, it may be terminated by either party upon 90 days' written notice of termination to the other party, provided that the student then receiving instruction in the program be given an opportunity to complete the Practical Experience during the student's instructional period.

IN WITNESS WHEREOF, the parties hereto have executed this **Agreement** as of the day and year first above written.

UNIVERSITY:

By: _____

Name:

Title:

Date: _____

AGENCY:

Signed: _____

Name: **Name**

Title: **Title**

Date: _____