

# SCJM Internship Guidelines

## Hours

Students doing an internship must work 50 hours for each hour of academic credit received.

**COM** interns can receive 1-6 hours of academic credit for an internship.

**JRN** interns can receive between 1-4 hours of academic credit for an internship.

**Media Arts** interns can receive between 2-6 hours of academic credit for an internship.

**IPR** interns must have an internship for 6 hours credit.

## 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 Internship webpage.

#### **Internship Daily Journal**

Daily journal written throughout the internship that is an accurate reflection of the duties and/or activities the intern was involved with daily. The journal does not have to be typed but it must be organized and legible. It also can be in a Word Document.

#### **Updated Portfolio**

Submit a completed portfolio, either electronic or hard copy, including the most up to date work of the intern.

#### **Mid-Internship Paper**

Submit a paper about midway through the internship outlining the first part of the internship describing responsibilities, activities and other facets of 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 IPR Program have done to better prepared the student for the internship.

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

## **FOR IPR INTERNS ONLY---Assessment test**

The intern will be provided with a link to an assessment test to be completed. The link will also take the intern to instructions to write a solution to a brief case problem. The test and case problem will take about 45-60 minutes. The assessment test will be sent to a link, while the written case study will be sent to the internship coordinator.

**A FINAL GRADE FOR THE IPR INTERNSHIP CAN NOT BE POSTED UNTIL THE STUDENT HAS COMPLETED THE ASSESSMENT TEST AND DONE THE CASE PROBLEM**

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## Possible Site Visit

Depending on mutually agreeable calendars, a possible 30-40 minute site visit with the internship coordinator, the intern and the field supervisor may be scheduled during the internship. The site visit also may be done virtually at a mutually agreeable time.

## Internship Issues, Problems or Concerns

During the internship, if a student feels threatened, is placed in dangerous situations, or is verbally, physically or sexually harassed, the student should contact the Internship Coordinator **IMMEDIATELY**.

If during the internship, the student is asked to do anything unethical, immoral or against their personal code of conduct, the student should contact the Internship Coordinator **IMMEDIATELY**.

The student should contact:

Jim Wojcik  
989-621-3672  
[wojci1jj@cmich.edu](mailto:wojci1jj@cmich.edu) or  
[jimwoj@gmail.com](mailto:jimwoj@gmail.com)