

JOURNALISM & MEDIA
COMMUNICATION

Student Internship Packet

Includes:

- How to get an internship
- Internship policy
- Assignments
- Sample internship evaluation
- Student and supervisor forms

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How to get an internship

Do you meet the prerequisites? All journalism interns must have successfully completed JTC 100, JTC 210, and JTC 211, as well as one of the following courses or combinations to qualify for a credit internship: JTC 320; JTC 340; JTC 341; JTC 350 **and** JTC 351; JTC 310 **and** JTC 361 **or** JTC 371; JTC 326 **and** JTC 372 **or** JTC 373. The internship coordinator will make the final determination whether your prerequisite preparation is sufficient.

Review available internships by looking online at <http://interns.libarts.colostate.edu/category/jtc/> or other sources.

Select internships that interest you and apply for them much like you would apply for any job. If you find an internship on your own, you must obtain Kim Spencer's approval before you can earn credit. It is a good idea to meet with her before you send out your resume and cover letter.

If you need a letter confirming that you will receive academic credit, please contact Kim Spencer.

Fill out the *Student JTC 487/687 Internship Form* in this packet.

If offered an internship, ask the sponsor (supervisor) to complete and sign the ***Student-Supervisor Agreement for CSU Interns*** form in this packet.

Submit both completed forms to Kim Spencer. Once Kim approves the forms, she will send you an email with instructions to register for the course. Students must register for an internship at least 10 weeks prior to the end of the semester in which they are doing the internship.

During your internship you will be required to:

1. Maintain a weekly journal
2. Write a background report on the organization
3. Write a final report on the internship and provide samples of your best work

Notes:

- Total hours needed for internship is dependent upon the number of credits: one credit—minimum of 50 hours; two credits—minimum of 100 hours; three credits—minimum of 150 hours.
- JMC students may earn up to four total internship credits. No more than seven credits combined of JTC 484, JTC 487, JTC 495, and JTC 496 will be counted toward degree completion. You must have 72 credits outside JTC to graduate.

Internship Policy Statement

Journalism and Media Communication requires one credit of internship for graduation, but encourages every student to consider taking more than the minimum.

Internships benefit both students and internship sponsors. Students benefit from the opportunity to apply what they have learned in college courses to a work situation, under a trained supervisor in a professional setting. Internship sponsors benefit by establishing a relationship with the school and faculty, by being introduced to potential employees, and by the actual work the interns accomplish. Students will be placed only in offices where their work will be supervised by a professional in their particular area of communication.

Interns can expect to:

- receive help from the internship coordinator in locating internships that match their career goals and provide meaningful, responsible work experiences.
- be supervised, given feedback, and suggestions for improvement.
- be supported by the internship coordinator in dealing with work-related issues.
- receive a letter grade that reflects their work. Grades are the combination of the supervisor's evaluation; an evaluation of the student's work samples; the intern's journals; required reports; and the department's assessment of the rigor of the particular internship.

Interns are expected to:

- treat the internship as a professional job and to act accordingly.
- maintain a professional level of communication with the sponsor and with the JTC internship coordinator.

Supervisors can expect to:

- receive applications from qualified students who have been pre-screened by the internship coordinator.
- obtain support from the department through phone and email contacts when necessary.

Supervisors are expected to:

- provide the department with a written job description and conditions of the internship. supervisors may be requested to provide a resume of their professional work.
- sign a contract indicating willingness to supervise and evaluate the intern.
- provide supervision, feedback, and two written evaluations.

We encourage pay for interns to help defray their education costs.

Kim Spencer, Internship Coordinator
Department of Journalism & Technical Communication
Clark C226
Kimberly.Spencer@colostate.edu

JTC 487 AND JTC 687 INTERNSHIPS ASSIGNMENTS

ASSIGNMENT NO. 1: BACKGROUND REPORT

A brief, typed report that includes *(be sure to answer all five points; please write one to three pages)*:

1. A brief history, explaining ownership, funding, and the impact of this organization on the community.
2. A description of the staff, department, and your supervisor's responsibilities.
3. A description of your responsibilities. Tell me when you began and what hours you are working.
4. Describe the audience your organization addresses.
5. Describe the management style of your organization.

Purpose: to help you understand the organization and to see how your work is a part of the communication process in the community.

ASSIGNMENT NO. 2: JOURNAL REPORT

You must turn in a journal report. Your supervisor must sign the report. Journal includes hours worked and specific work you have been assigned to do.

Purpose: This is to help you see how your internship is progressing and to help keep track of your hours and your specific responsibilities at your internship.

ASSIGNMENT NO. 3: FINAL REPORT

Along with your third journal, write an assessment of your internship, and include samples of your best work. Include good points as well as areas where you think improvements can be made for future internships. Limit your final report to one to three pages. Submit a sample of your best work completed during this internship. Depending upon your internship work, this might be a brochure, business plan, Web page, clips, TV script, tape, or any other completed work.

Purpose: Your own assessment of your work is valuable to you. Your assessment of the internship helps us evaluate this internship opportunity for other students. Work samples will be useful for your portfolio when you begin job hunting.

ASSIGNMENT NO. 4: EVALUATION

Toward the end of your internship, your supervisor will be e-mailed a final evaluation form that is to be returned to Kim Spencer before you can be given a grade. It is **your responsibility** to see that your supervisor returns the completed evaluation on time to CSU. Even if you work beyond the end of the term, the final evaluation is still due on the date specified on RamCT. **Missing the evaluation results in a grade of "Incomplete" for the course.**

YOUR GRADE:

- You will receive a letter grade for this course. **Your letter grade will be determined by your supervisor evaluation, which will be converted to a letter grade, coupled with the penalties outlined for missing, late, or poorly completed assignments.**
- Penalties for missing, late or poorly completed assignments:
 - Reduction of one full letter grade in the course for each assignment you do not turn in before the end of the semester
 - Reduction of 2-5% of your course grade for each late assignment that you eventually turn in (2% will be deducted for a paper that is one to five days late; 3% for a paper that is six to 12 days late; 4% for a paper that is 13 to 20 days late; and 5% for a paper later than that)
 - Reduction of 2-8% of your final course grade for incomplete or poorly completed work
- Journal must be signed by your supervisor. Handwritten journals are acceptable if readable. The Background and Final Reports should be typed.
- Your internship supervisor will be required to complete an evaluation.
 - Kim Spencer will email the evaluation to your supervisor; evaluations will be accepted via email, fax, or mail directly from your supervisor, not from you.
 - You are not responsible for your supervisor receiving the evaluation, but you are responsible for making sure that he/she returns the evaluation to Kim. **You will get an "Incomplete" in this course if your supervisor neglects to turn in an evaluation.**

SUBMISSION OF ASSIGNMENTS:

You have several options for submitting your assignments on time:

- (1) You may mail assignments and journals to me if you are out of town, but remember that the mail service cannot be blamed for late receipt of assignments. Send mail to: Kim Spencer, Dept. of Journalism, Colorado State University, Fort Collins, CO 80523-1785.
- (2) You may FAX your assignments to 970-491-2908. Make sure they are sent to Kim Spencer's attention.
- (3) You may drop them off at Kim Spencer's office (Clark C226), or leave in Spencer's mailbox found in the JTC mail room (Clark C206).
- (4) You may submit your assignments electronically or through RamCT. Send virus-free material to kimberly.spencer@colostate.edu

CONTACT INFORMATION:

If you have questions, CALL ME ANYTIME:

970-491-0612 or e-mail at Kimberly.Spencer@colostate.edu

Supervisor Agreement for CSU Interns

Date _____

I understand that _____ will be
(student's name)

working for _____
(organization)

During the (circle one) Spring Fall Summer Semester, 20_____, to earn internship credit through the Colorado State University Department of Journalism and Technical Communication.

This student has agreed to work _____ hours per week to earn _____ credits.
(50 hours=1 credit, 100 hours=2 credits, 150 hours=3 credits)

I agree to supervise this student's work and to provide a written evaluation to JTC Internship Coordinator Kim Spencer.

Supervisor (Print Name) _____

Supervisor's Phone Number _____

Supervisor's E-mail (required) _____

Mail Address (Street/P.O.) _____

City/State _____

Signed _____
(supervisor)

Please return to:

Kim Spencer, Internship Coordinator
Department of Journalism and Technical Communication
Campus Delivery 1785
Colorado State University
Fort Collins, CO 80523-1785
Ph. 970-491-0612; FAX 970-491-2908
Kimberly.Spencer@colostate.edu

Student JTC 487/JTC 687 Internship Form

Please read the internship policy and related information before submitting this form.

Anticipated time of internship: Summer _____ Spring _____ Fall _____

Name: _____ CSU ID _____

CSU Address: _____
Street, apartment number, etc.

City

State

Zip

Phone: _____ E-mail: _____

Journalism and Media Communication allows a maximum of four internship credits during your college career, and up to seven credits in all independent study courses. Have you earned any JTC 487, JTC 484, JTC 495, or JTC 496 credits? If so, how many and what were you doing?

List any previous internships (for credit or not for credit) _____

Cumulative CSU GPA: _____ Expected date of graduation: _____

Current Status Jr. Sr. Grad.

If your summer address is different from the one above, please provide that address below:

Address: _____
Street, apartment number, etc.

City

State

Zip

Phone: _____ E-mail: _____

THIS SECTION ONLY FOR STUDENTS WHO HAVE REQUESTED AN APPEAL:

For students: If you do not have all of the prerequisites for the internship, you can appeal to register for it. The appeal process requires you to obtain a signed verification that your supervisor is willing to work with you as an intern even though you do not have all of the prerequisites, and that the skills you will use for the internship will not be taught in the prerequisite that you don't have. You will need your adviser's signature below to make an appeal. The appeal process takes about one week to complete, so please plan accordingly.

For adviser: Please review this form and indicate below if you know this student's work and believe he/she is prepared for an internship. If you cannot judge the student's preparedness, please advise the student to seek a signature from an instructor of his/her latest writing, public relations, or broadcast class taken.

I know this student's work and believe he/she is prepared for an internship

_____ Signature of adviser or appropriate instructor

Submit this form to JMC Internship Coordinator, Kim Spencer, Clark C226