

# Journalism Internship Guidelines

All majors in the Department of Journalism must complete a paid or unpaid internship (JOURN 369/479) before they graduate. Graduate students may take an internship (JOURN 569/579) as an elective. Internships are designed to give students practical work experience in journalism, public relations or advertising.

Students are responsible for obtaining an internship. To assist students in locating internships, go to the department's Web page – [www.bsu.edu/journalism](http://www.bsu.edu/journalism). Under "Resources," click on "Internship Information." Internship Coordinator Sheryl Swingley, AJ 381, (765) 285-8688, also can advise students about how to locate opportunities.

## Responsibilities of the employer

1. The intern must gain experience related to his/her academic career. The Department of Journalism does not grant internship credit for routine clerical work, reception desk coverage or work that is unrelated to the student's major area of study. An intern should have opportunities to work on short-term and long-term projects.
2. The intern must be supervised by a communication-trained professional of the organization sponsoring the internship program. The communication professional (supervisor) also must evaluate the intern's performance twice during the internship and be prepared to verify the hours the intern has worked.
3. The intern should be paid an hourly wage, according to the Fair Labor Standards Act of 1938. An intern also should be paid mileage for the use of his/her personal car.
4. After an intern works six hours, he/she should be allowed a lunch or dinner break. It's an Indiana law.
5. The intern must work at least three days a week and at least 20 hours a week for at least 10 weeks during the academic term he/she is enrolled. Working more hours and more weeks is encouraged. Lunch and dinner breaks must be excluded from an intern's required 20 hours a week.

## Responsibilities of the intern

1. The intern must meet with the Department of Journalism internship coordinator prior to the internship to determine if the work experience qualifies for credit.
2. The intern must have permission from the internship coordinator to enroll for internship credit.
3. The undergraduate intern will enroll in JOURN 369/479 for two hours of academic credit and receive credit or no credit for the course. The graduate student will enroll in JOURN 569/579 for three hours of credit and receive a letter grade.
4. If a student receives an incomplete for the internship, he/she has until the end of the following semester to complete his/her requirements. Otherwise, the internship coordinator will change the incomplete grade to a no credit, and the student will have to retake the internship course.
5. The student must be prepared to pay tuition for internship course credit.

**JOURN 369/479/569/579 course requirements.** When you are an intern, you must complete the following items and submit them to the internship coordinator. Check Web Gradebook for a record of materials received.

1. Submit a **TYPED** internship enrollment form. An interactive form is available from the Department of Journalism Web site. This form must be signed by you and the employer. Once the enrollment and ethics forms are on file with the internship coordinator, you will be given permission to enroll for internship credit.
2. Submit a signed student ethics form with your enrollment form. An interactive form is available from the Department of Journalism Web site.
3. Submit a **TYPED** two-page double-spaced goals summary paper for the internship. An example of the goals summary paper is available from the Department of Journalism Web site. The goals summary is due at end of first week of the internship. **IMPORTANT DEADLINE:** If the goals summary is not received by the fifth week, you will receive **NO CREDIT** for your internship.
4. Complete an interactive "Hometown News Release" form, available from the Department of Journalism Web site, so University Communication can send a news release about you and your internship to your hometown newspaper.
5. Complete and submit weekly time reports that detail activities. Reports must be mailed, hand delivered or faxed on a weekly basis. **No reports will be accepted via e-mail.** Interactive weekly report forms are available from the Department of Journalism Web site.
6. Ask your supervisor to complete an online supervisor evaluation at midterm and at the end of the internship.
7. Plan to attend a lunch or dinner with the internship coordinator and peers during your work experience.
8. Submit a **TYPED** three-page double-spaced assessment paper of the experience at the end of the internship. An example of the assessment paper is available from the Department of Journalism Web site.
9. Submit an internship portfolio. Requirements of the portfolio are available from the Department of Journalism Web site.
10. Complete the online student evaluation form at the end of the internship.