

INTERNSHIP REPORT REQUIREMENTS

You must organize your report using the following headings, each section should begin on a new page with a heading as listed below.

SECTION I: The Internship --Your name, student identification number, major, class status (junior, senior, graduate student) home address, home telephone, email address, total internship credit hours completed during the internship (i.e. 300 hours for 3 credits, etc.), name and address of business where you worked, name and phone number of your professional supervisor, rate of pay (if paid internship) and a three to four-sentence explanation of your internship job description. (one page)

SECTION II: Summary of the Internship Experience -- Your internship experiences fully highlighted and discussed. (Plan 400 words per internship credit hour. If you registered for 2 credit hours. you write 800 words, etc.).

SECTION III: How College Prepared Me for the Internship -- A discussion as to how your college courses and experiences in college did and did not prepare you for professional work. Be sure to cover both journalism/mass communications and non journalism/mass communications courses and experiences. Be specific. (Plan 200 words per internship credit hour).

SECTION IV: How the Internship Program Can Be Improved --Your suggestions as to how the internship program can be improved -- what's right with it and what's wrong with it. Discuss this from both the angle of the employer's responsibility and what you see as the School of Journalism & Mass Communications' obligations. (Plan 100 words per internship credit hour).

SECTION V: Advice to Future Interns -- Offer advice as to how to succeed in an internship now that you have completed one. (Plan 200 words per internship credit hour).

SECTION VI: Open End --Discuss anything else you consider relevant to the report and your internship.

SECTION VII: Your Clipbook/Portfolio/CD/DVD

-- This includes representations of the work you have done on your internship, such as press releases, layouts, scripts, project outlines, features, news stories, headlines, stories edited, video tapes, photography, pictures of promotions, advertising orders, job sheets, etc. Remember this is not a job-seeking portfolio, but a portfolio to show what you have done on your internship. (Plan to add one item per 30 hours of work)

SECTION VIII: Additional Graduate Student Requirement

-- If enrolled for JMC 590 or 591 credit, the student must complete a more comprehensive report than undergraduate students. The graduate student report must include an analysis of the operation of the communications program at the internship site and recommendations for improvement must be made where deemed necessary. The report should include interviews with key supervisors at the work site. (Approximately four pages)

INTERNSHIP GRADE -- Your grade for the internship will be determined by the recommendation on the internship evaluation sheet completed by your professional supervisor and how you meet the other internship requirements. Your supervisor will be asked to review the evaluation with you before it is returned to the internship director so you will have the opportunity to discuss the evaluation with your supervisor. The internship report must be typed, be complete, free of errors (spelling, grammar, punctuation, etc.) and be submitted in a professional manner. The Internship Report, Clipbook and weekly reporting represent 50 percent of your grade.* The evaluation by your professional supervisor represents 50 percent of your grade.

* Also considered in assigning the grade will be the intern's promptness in completing weekly reports, the quality of those reports and the on-site visit.

• WEEKLY REPORT •

√ By noon each Monday starting the first week after you begin your internship send an e-mail to the internship director summarizing your week's activities and what's coming up the next week. Also, include the number of hours you have worked during the week.