

Internship Supervisor Fact Sheet

In the W. Page Pitt School of Journalism and Mass Communications, we value the commitment supervisors make to help an intern learn the profession. Our requirements for internship supervisors are simple.

1. **Work Assignments:** It is our hope that through the internship program students will have opportunities to practice writing, design and/or production skills in a work environment in addition to helping meet the goals and mission of your organization. Interns have varying levels of ability. Talk with your intern about his/her goals for the internship and develop appropriate assignments. Some ideas for intern assignments include but are not limited to writing briefs, writing obituaries, writing news releases, writing newsletter articles, designing brochures, creating ads, shooting video, recording audio, taking photographs and preparing scripts. It is acceptable to have interns perform routine office assignments, but make sure this is not their primary activity. An intern should be an apprentice as well as a worker or volunteer.
2. **Portfolio Requirements:** School of Journalism and Mass Communications interns are required to submit a portfolio of work as part of the internship course requirements and as part of their graduation requirements. For the internship course students are required to submit one item for every 30 hours of work. For graduation, students must submit the three best pieces of work from their internship.
3. **Professor Contact:** Only one professor contact is required, but you may initiate contact with the professor supervising your intern at any time you have a problem with the intern or need clarification. If the intern is working within a 200-mile radius of Huntington, West Virginia, he/she is required to plan an on-site visit for their professor or a conference call if he/she is working outside this geographic area. The on-site visit or conference call should be scheduled at the mid-point of the intern's term of service, and will take about 30 minutes of your time. It is the intern's responsibility to organize this meeting or call.
4. **Final Evaluation:** Supervisors must complete a performance and quality of work evaluation at the end of the internship. Final evaluation forms are due one-week prior to the end of the university semester and that due date should be listed on your form. This evaluation represents 50 percent of your intern's final grade.
5. **Payment:** While the School of Journalism does not require that interns be paid, we strongly encourage employers to pay at least a stipend to cover the cost of enrolling in the internship course. Course cost is available at <http://www.marshall.edu/bursar/tuition-payment/tuitionhousing-rates>.
6. **Additional information:** More information about the internship program, including a list of learning outcomes and course requirements, can be found on the internship course syllabus or by contacting the internship director.

Internship Director Contact:

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