**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. Because we appreciate this commitment, we try to keep our requirements for internship supervisors simple. Here are some quick facts about out program.

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, preparing scripts, producing documentaries, video news packages and video ads. It is acceptable to have interns perform routine office assignments, but make sure this is not their primary activity. An intern should be treated as an apprentice.
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:** No 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. The email address on the student’s internship application form will be used for all contact.
4. **Midterm and Final Evaluations:** Supervisors must complete a performance and quality of work evaluation at the midpoint and end of the internship. The Midterm evaluation is a digital survey and the student receives credit for the supervisor’s submission no matter what the supervisor says on the evaluation. These forms are due at the midpoint in the semester, and are used by the professor as an alert to any problems with the internship. If a supervisor reports a problem, a visit or virtual meeting will be planned by the professor to address the internship issue. Final evaluation forms are due one-week prior to the end of the university semester. This evaluation represents 50 percent of your intern’s final grade.
5. **Payment:** While the internship program 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, contacting the internship director or by visiting <https://www.marshall.edu/sojmc-interns/>

**Internship Director Contact:**

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