



Steps for Finding and Registering for a Journalism Internship

1. Make sure that you have completed the required prerequisites for your specific track.
2. Be aware of the time requirements. Internships must be 180 hours to earn 6 credits. This is the equivalent of:
 - 30 hours/week over the course of six weeks
 - 18-20 hours/week over the course of 9-10 weeks
3. Complete the Internship Interest Form.
4. Identify organizations that you would like to work with.
 - Please note that internships must be within your major track (e.g. PR majors must complete a PR internship).
 - Internships must be completed under a supervisor who has at least five years of experience in the field.
 - You are encouraged to meet with your advisor to discuss known internship opportunities, places to look for internships, potential new internship organizations, etc. Please bring your Internship Interest Form to this meeting.
 - Check out the internship opportunities posted on the Journalism Canvas page.
5. Complete any required applications, interviews, and/or outreach necessary to obtain an internship offer.
6. Once your internship offer has been procured, please do the following in order to obtain the override to register for JOUR 430:
 - You must submit your Internship Interest Form.
 - You will need to provide the department chair with an official letter of offer from the intern organization. This letter must spell out the organization's understanding of the terms of the internship: exactly when it begins and ends, the hours to be worked, the nature of the work, supervisor's name and phone/e-mail, salary/stipend, etc., so no misunderstanding will exist on the part of the organization, the intern, or the department.
 - Finally, you must submit a comprehensive preliminary report on the organization. The report will cover the publication, station, agency, or other organization where the internship is located. The report will be 2-3 pages double spaced, and due at least two weeks before the start of the internship. This preliminary report should include pertinent information about the intern organization such as its type of work, age, size, ownership, market area, circulation, major clients, management, general policies and any other factors found to be interesting or important. This report is about the intern organization, not about what the intern will do during the internship.