

Internship Overview

JOUR 3321 (3 Credit Hours)

Internships provide qualified students an opportunity to integrate professional experience with traditional academic study. They require students to demonstrate and apply knowledge, attitudes, judgment and techniques learned in the classroom. The successful internship enables the student to learn by doing, to acquire first-hand knowledge of the field, to experience professional activities and relationships and to develop potential career contacts and strengthen his or her resume.

Eligibility

- The student must be pursuing a Journalism major or minor in one of the emphases.
- The student must have successfully completed 70 hours toward the degree.
- The student must have successfully completed 12 upper division hours.
- The student must have a minimum GPA 2.00 overall and in the major.
- **THE STUDENT MUST HAVE COMPLETED THE FOLLOWING CORE COURSES** (or the equivalent for transfer students) **in the emphasis area:**

ONLINE: MCOM 1300 and JOUR 2300, 2325, 3308, 3345

BROADCAST: MCOM 1300 and JOUR 2300, 2340, 3374, 3308

PRINT: MCOM 1300 and JOUR 2300, 2305, 3300, 3308 (and possibly 3305)

For additional information, please contact Dr. Polly Walter, Journalism Internship Coordinator at 501.733.0742 or pollyw@uca.edu

Admission Procedures

- 1) At least one full semester at UCA before enrolling in an internship course, the student should consult with his or her regular faculty adviser to assess qualifications, goals and the type of workplace most appropriate for the internship.
- 2) The student should attend the annual Internship Information Workshop, obtain an application packet and follow the step-by-step instructions. The date for the Internship Information Workshop will be four weeks before advance registration.
- 3) The student should identify and contact work sites that meet the student's needs, then schedule interviews to determine the availability of positions, workload and responsibilities.
- 4) The student should complete the application and find a coordinating adviser — either the regular faculty adviser or another instructor in the journalism program in the School of Communication, then submit all documents to the Internship Coordinator for approval through email by the Internship Committee at least one week prior to the beginning of advance registration or one week in advance of the beginning of the semester or summer term in which the internship is scheduled. ***Some applications may (not always) be accepted after the semester, in which the credit is sought, has started.**
- 5) The Internship Committee and the School of Communication Director will review applications. If approved, the student will be registered for the class by the department administrative assistant. Students must have met all of the above conditions for the credit hours and registration to be valid. **Students MUST be officially registered in the course in advance of the semester they do the internship.***

Go to:

www.uca.edu/communication/internships-in-communication

for additional information and to download the necessary forms to complete your internship application.



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JOURNALISM INTERNSHIP PROCEDURES

School of Communication



UNIVERSITY OF
CENTRAL
ARKANSAS
COLLEGE OF FINE ARTS
& COMMUNICATION
SCHOOL OF COMMUNICATION

Journalism Internship Procedures

Course Requirements

Regular online or on-site attendance following a schedule worked out with the on-site supervisor and approved by the faculty coordinator that meets or exceeds the minimum activity requirements of the internship (120 hours).

Interns are required to keep an internship daily log in which they record the hours, activities and experiences of each work period. This log must be submitted to the coordinator periodically as part of the written requirements of the internship. Additionally, a weekly update must be emailed to the coordinator. Please contact the faculty coordinator biweekly to assess your internship experience.

Written requirements for the internship include, in addition to the daily log, a formal paper or project reflective of the internship experience, a letter summarizing the internship, a resume and submission of the Student Internship Survey.

Evaluation

The faculty internship coordinator, the work-site supervisor and the student evaluate each internship.

The faculty internship coordinator may periodically call or visit the work-site supervisor to evaluate the quality of the student's work and to confirm that the work conforms to the School of Communication standards and guidelines.

Supervisors must complete an assessment of the student's performance during the internship.

Each intern will be given an internship survey form that allows the student to comment on the quality of the work experience. This form may be found in the Internship packet at www.uca/communication/internships-in-communication. At the end of the semester, the faculty internship coordinator will assign the student a grade based on the work site supervisor's evaluation, the student's evaluation and the quality and completeness of the written materials submitted by the student (daily log/weekly summary, reflective paper/project, resume and letter). **these must all be typed.**

General Considerations

Neither the School of Communication and its faculty nor the University administration assumes any responsibility to

*Students MUST be officially registered in the course in advance of the semester they do the internship. (In other words, a student **may not** do an internship in the summer and register for it in the fall.)*

guarantee the student's progress. If at any time the student's performance falls below the minimum acceptable standards of the internship in the opinion of either the work site supervisor or the faculty internship coordinator, the coordinator may terminate the internship with the appropriate grade assigned and reported to the Registrar.

Neither the School of Communication nor the university guarantee any continuing affiliation or agreement of future employment between the student and the internship work site or facility.

All expenses incurred for travel, meals or other work-related expenses are the responsibility of the student.

Compensation for interns is not the responsibility of the School of Communication or the University of Central Arkansas. Internships that include a student stipend (paid internships) are acceptable if approved by the Internship Committee during the application process.

GUIDELINES FOR INTERNSHIP WRITTEN REQUIREMENTS TO BE INCLUDED IN YOUR ONLINE PORTFOLIO

Your internship has limited value unless you are able to assess its impact on your academic and career choices. The written requirements serve this purpose. Although your work performance may reflect the majority of your grade, the written requirements are given significant consideration.

Written assignments will be graded on content, completeness and literacy. **Journalism students should use their AP Stylebook for portfolio content.**

The minimum written requirements consist of six parts, described below. Individual faculty coordinators may require additional work. **ALL MATERIALS MUST BE TYPED in Times New Roman or Arial 12 point with 1.5 line spacing and 1-inch margins.**

1. THE DAILY LOG

A. BE OBSERVANT. Write down your observations. During the internship, the student should record all dates and hours worked, the total number of hours worked, work tasks performed and **ongoing observations** about the tasks performed and the work environment.

B. PLEASE EMAIL A 200-WORD WEEKLY REPORT TO YOUR FACULTY COORDINATOR. The weekly report should detail your observations, reflections and impressions of your work week, along with what stories, packages and other materials you are working on for your Internship Employer

2. THE REFLECTIVE REPORT (6.5-7 PAGES)**

The report provides a means for you to **REFLECT UPON YOUR WORK** experience and assess its relevance and value. It should include your perceptions of the organization and work environment, describe any new skills and knowledge gained (learning experiences), describe a "typical" day and **RELATE YOUR EXPERIENCE TO YOUR ACADEMIC STUDIES**. What did you like? What did you dislike? What observations did you make that might make your work on/at the campus media outlet more efficient. What can you bring back to help the staff. You should also explain which parts of the experience were most and least valuable to you. You should include a professional-style appendix containing samples of materials prepared by you on the job (tapes, letters, budgets, scripts, articles, press releases, completed publications, photos, etc.)

3. THE LETTER

You are to write a letter (**in traditional letter format**) to those students who may consider the same position in the future. This letter **should include courses needed prior to applying for the internship** (review the back panel), the experience you gained, type of site and an overall evaluation of the work site and your internship experience.

4. STUDENT EVALUATION SURVEY

This provides you with an opportunity to rate your internship work experience on a given scale and to comment on the adequacy of information and assistance provided by your work-site supervisor and faculty internship coordinator.

5. RESUME

Update your professional resume in which you include your internship along with your other work experience.

6. EXAMPLES OF WORK (15 to 20+)

Please provide **ALL THE EXAMPLES** of the work you created during your internship. This should include a DVD, television or online materials, newspaper or magazine clippings.

7. PORTFOLIO

PRESENT YOUR INTERNSHIP MATERIALS IN A PROFESSIONAL-STYLE PORTFOLIO ONLINE that is turned in no later than the Wednesday of finals week, unless otherwise instructed. Include a cover sheet and table of contents to the portfolio. These should include examples of everything you worked on during your internship. Be conscientious in gathering the materials each day. (Example portfolios are available upon request.)