

Acceptable Work Samples for School of Journalism Internship Courses

If you are in a writing position (reporter, copywriter):

Six to 10 stories that have been you have written that have been published in print, on the Web or disseminated by a radio or television outlet. You can send links to these stories or print them out. They must have your byline on them or have the on-site supervisor sign off that it is your work.

If you are a photographer:

Six clips of your published photos.

If you are a designer:

Six clips of your published designs.

If you are a copy editor:

Three headline clips and three copies of raw stories (min. 300 words) accompanied by three annotated clips of the published version. Annotated clips should be photocopied at 75 percent to allow room in the margins for brief explanatory notes. Highlight changed sections. Listings such as calendar items or sports tabular results are not acceptable.

If you are doing a broadcast internship at a TV station:

10 samples of learning: Practice stand ups, scripts you've written, stories you've stacked, packages you produced, editing of film, and no more than three rewrites of press releases. The press release rewrites must have your bylines on them and you must have gotten outside quotes to add to the press release for it to count. You must submit the original press release and the one you rewrote with the changes highlighted for this to count as a work sample. Answering phones on the assignment desk, running the teleprompter or doing floor camera work are all important tasks in a TV station – tasks you must learn – but those tasks are not accepted as samples of learning for the internship. However, if you have been the cameraperson on a story and your work is broadcast – you filmed the reporter doing the story on a carjacking, for example – the news director can sign off that you were the camera person for the story and you can use two of those to go toward the 10 samples total. ***If you are in your third broadcast internship, a résumé tape is mandatory.*** Make sure you review these requirements with your supervisor so they know what you are expected to do. If you are unable to get these samples of learning, you can meet the internship requirement by writing a research paper, described below.

If you are in a radio internship:

Talk specifically to the internship coordinator about how proof of internship will be demonstrated.

If you are not in any of the above positions (e.g., you are a researcher, proofreader, Teleprompter operator, social media manager), one of the following:

1. A research paper of eight to 10 pages, complete with footnotes and a bibliography and at least four sources. This is not a “what- I-did-in-my-internship” report and should have something to do with journalism – preferably something to do with journalism at your particular internship. Get topic pre-approved by the internship coordinator **before** you start working on this! Wikipedia is not a source.
2. A publishable, long-form news-feature article similar to [this](#). Lots of sources, lots of data. Get your story idea approved by internship coordinator before you start working.

3. A presentation like this <https://prezi.com/kc1d4ciucglh/dateline-nbc-internship-presentation/> that includes all the segments you see in this presentation **and** three outside sources addressing one serious concern or trend in the media that you noticed in your internship. In other words, this is what you must have in this presentation:
- A description of the company you worked for
 - A description of what you did
 - Challenges you faced
 - Specific tie ins (with notation) to classes you've taken at UA
 - Discussion of a concern or trend in the media that you noticed during your internship with three research-based sources (e.g.: how the 24-7 news cycle has affected the ethical choices made by TV producers or city-desk editors, citing sources such as [this](#) or [this](#))
 - Future plans for your career/conclusion

If you are an honors student getting honors credit for the internship:

An online portfolio of your work completed during your internship in addition to the requirements above.