Journalism 593: Graduate internships

The University of Arizona School of Journalism believes that students benefit from supplementing classroom instruction with opportunities to work part-time at a news organization.

Getting academic credit for internship

Registering for credit
• See the internship coordinator to register for JOUR 593 using a drop/add form.
• Fall and spring internships meet the same enrollment schedule as regular classes. Students should enroll for summer internships by mid-May and should enroll in Summer Session II.
• Students must complete the same number of hours during summer internships, but have more flexibility to schedule those hours with their on-site internship supervisor.
• Internships can be repeated for a maximum of seven credits (e.g., two full-time and one part-time), or a maximum of three internships. Credit does not substitute for any required course.

Part-time and full-time internships
• Part-time internships receive 1 unit of credit, and require a minimum of 120 hours worked (this works out to 8 hours per week for 15 weeks).
• Full-time internships require a commitment of at least 240 hours, receive 3 units of credit and are usually completed in the summer.

Grading
Internships are graded on the following scale: S (Superior); P (Pass); F (Fail).

Eligibility
• To be eligible for JOUR 593 you must be a graduate student in the School of Journalism and have completed JOUR 205 or JOUR 506 or have relevant work experience.
• If you have not completed JOUR 205 or JOUR 506, the internship coordinator and director of graduate studies in the School of Journalism must approve your participation in the internship.

Tuition
• Please be aware that tuition payment deadlines come up quickly for summer sessions. Should you miss the deadline to pay for the course, the university will drop you and the School of Journalism’s internship coordinator will notify your internship supervisor that you are no longer enrolled for credit.

As an intern
• Recognize that you are representing The University of Arizona as an ambassador to the community and abide by the Student Code of Conduct and Code of Academic Integrity.
• Understand and follow the policies, procedures, rules, and regulations of the sponsoring organization.
• Be prepared to perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays. If you have a week heavy with project deadlines or midterms, let your supervisor know several weeks in advance that you might need to work fewer hours that week and make up for it before or after.
• Discuss with your prospective supervisor at the work site the possible risks and dangers associated with the planned internship. Then complete and sign the Internship Assumption of Risk Release Form and submit it to the internship coordinator.
• Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf.

Submitting evidence of successful internship to the internship coordinator
It is important that you read the explanation about required materials (p. 2) carefully and accumulate them as you go. If you wait until your internship is over, it may not be possible to get the materials (e.g., your work may have been purged from a file server). At the least, this could result in a big headache for you. At the worst, it could result in a failing grade for the course if you have no work to show for proof of successful internship.

Internship Office contact information

From Aug. 15 through May 15, direct questions and forms to:
Renée Schafer Horton
Internship Coordinator
School of Journalism
Marshall Building Room 323A
Phone: (520) 626-9219
Email: rshorton@email.arizona.edu

University of Arizona School of Journalism
Mailing address: PO Box 210158B
Tucson, AZ 85721-0158 Fax: (520) 621-7557

From May 16-Aug. 14, contact School of Journalism, (520) 621-7556.
JOUR 593: Showing successful completion of internship

1 Write a one-page, double-spaced summary of your experience to share with other students. This will go in a binder in the student lounge. Include information on how many hours you worked, what your responsibilities were, how much guidance you received, and other information you think a prospective intern would need to know about this internship. This can be anonymous if you prefer. Give this write-up to the internship coordinator.

2 At the conclusion of your internship, complete the Student’s Internship Evaluation Form, and give it to the internship coordinator.

3 Ensure your supervisor submits the Supervisor’s Internship Evaluation Form by mail or fax to the internship coordinator at the School of Journalism. The internship coordinator will mail this form to your supervisor about half way through the semester.

4 Hand in the materials described below. Please read the following information carefully.

If you are in a writing position (reporter, copywriter):
• A half dozen stories you have written that have been published in print, on the Web or disseminated by a radio or television outlet (hard copy preferred, tape OK).
• For full-time internships, the number of clips required is 10. • If you are in your third broadcast internship, a résumé tape is preferred.
• Press releases may be accepted at the internship coordinator’s discretion and should be submitted on company letterhead and signed by the supervisor; any publicity generated by the releases should be attached.
• Newsletter articles pending publication should be printed on company letterhead and signed by the supervisor.
• At some organizations interns write blogs. Blogs may be accepted for credit, but you must clear this ahead of time with the internship coordinator, and must submit the first sample to the internship coordinator during the first half of the internship.

If you are a photographer:
• A half dozen clips of your published photos.
• For full-time internships, 10 clips are required.

If you are a designer:
• A half dozen clips of your published designs. For full-time internships, 10 clips are required.

If you are a copy editor:
• Turn in four headline clips and six copies of raw stories (min. 300 words) accompanied by six 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.
• For full-time internships, six headline clips and eight copies of raw stories (min. 300 words) accompanied by eight annotated clips of the published version are required.

If you are a researcher:
• You may turn in memoranda you have submitted to your supervisor. For a part-time internship, six memoranda showing your sources and findings and submitted on company letterhead or printed from company e-mail will be accepted.
• For full-time internships, 10 memoranda are required.

If you are not in any of the above positions (e.g., you are an assignment editor):
• A research paper of eight to 10 pages, complete with footnotes or endnotes and a bibliography. The topic should be related to your area of interest.
• Note that this is not a “what I did in my internship” report. Get your topic pre-approved by the internship coordinator.

5 Graduate students must also complete one of the following, of their choice:

a. A five- to eight-page research paper on a topic proposed by the student and agreed upon by the internship coordinator.

b. Submit a proposal and create a project that a) ties in with the skills learned at the internship; and b) has an intellectual component. It should be at least the equivalent of the research paper described in (a) above.

c. Create an online resume incorporating clips from the internship and other materials.

d. Create a presentation to give in a class or public information session with journalism undergraduates. This can be in conjunction with other graduate students if others are enrolled in an internship the same semester. Please note: Summer interns only have this option if returning in the fall.

e. Create a portfolio or resume tape.

Interns must schedule a meeting with the internship coordinator midway through the semester to discuss their progress.