

JOUR 593: 1-UNIT PART-TIME GRADUATE INTERNSHIP

You will be reporting to me in regard to the **six** requirements below and *reporting to the director of graduate students in regard to the required research paper*. Per the instructions below, you need to get your research paper topic approved by the director of graduate studies **prior** to the internship starting.

Requirements for 1-unit JOUR 593 graduate internship

- 1) Meet **in person** with the internship coordinator midway through the semester to provide an update on your progress in the internship.
- 2) Turn in six work samples (detailed below). **Three** of these samples are due at the midterm meeting.
- 3) Write a one-page summary of your experience, including information on how many hours you worked, your responsibilities, on-site guidance you received/or did not receive and any other information you think a prospective intern would need to know about this internship.
- 4) Complete the Student's Internship Evaluation Form.
- 5) Ensure that your on-site supervisor submits the Supervisor's Internship Evaluation Form to Renee.
- 6) Build an online portfolio that includes a front-page, a sub-page with a résumé and a sub-page displaying work you have completed.

ADDITIONALLY: Write a 15-page research paper on a pre-approved topic related to a current concern around journalism or journalism education. This topic must be pre-approved by the director of graduate studies before your internship starts.

Acceptable work samples:

If you are in a writing position at a newspaper or online print news site:

Six articles you have written that have been published in print or on the Web. You can send links to these stories or print them out. They must have your byline on them or you must have the on-site supervisor write a letter confirming the stories are your work. **Please note:** Blog posts may only account for one of these six articles, and must be more than opinion-based only (e.g.: include interviews with at least one source). The six-article requirement may be adjusted in cases of long-form reporting at the discretion of the School Internship and Career Coordinator. Meet with Renee before the midterm date to discuss this if you know you'll be doing heavy enterprise work.

If you are in radio internship at AZPM:

Six samples of learning: web stories and broadcast stories. Please note – transcribing notes for another reporter doesn't count as a work sample. If you are called upon to work on AZ 360 or The Buzz, conducting interviews for those shows or doing research can count for only one of your six samples. If you get at the internship and decide you want to be producing, then work samples can be scripts and well as edited film. Discuss this with Renee before the midterm.

If you are a photographer:

Six clips of your published photos. **Please note:** All photographs must be sent with links to where they were published

If you are a designer:

Six clips of your published designs.

If you are a copy editor:

Six copies of raw stories (min. 300 words) accompanied by the edited clips of the published version. Annotated clips should be photocopied at 75 percent to allow room in the margins for brief explanatory notes **or**, if the editing is done in an online system, you may print out the unedited version, then print the edited version and show annotations on the printed edited version. Highlight changed sections. **Listings such as calendar items or sports tabular results are not acceptable.**

If you are doing a broadcast internship a TV station:

Six samples of learning, including: Practice stand ups, scripts you've written, stories you've stacked, packages you produced, editing of film, written web stories. If you do web stories from press releases, you **must** submit the original press release and the one you rewrote with the changes highlighted for this to count as a work sample. **At minimum in a broadcast internship**, you should turn in the following:

1. Two standups
2. Two scripts (full scripts, not vosots)
3. Two stories for the web
 1. It is best if these stories have value add to them (interviewing a source), not just a rewritten press release. Please see clarification about press releases above.
 2. One way to get these stories is to go out with a reporter and when you return from the field, you write the story while they edit the film.

Answering phones on the assignment desk, running the teleprompter or doing floor camera work are all important tasks in a TV station – tasks you may be asked to help with – 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 one of those to go toward the six samples total. ***If you are in your third broadcast internship, a résumé reel is mandatory.***