

Journalism 593: Graduate Internships

Registration process

- Complete an internship work plan (tinyurl.com/uajplan), then have the form signed by the internship employer.
- Review the credit requirements with the internship coordinator before being enrolled to receive academic credit for the internship. Please note that tuition applies to internship credit.
- Enroll for fall/spring internships when enrolling for regular courses. Enroll for summer internships by mid-May.
- Summer internship is a dynamically dated course running over Summer Session 1 and Summer Session II.

Full-time and part-time internships

- A three-unit, full-time internship requires at least 135 work hours or about nine hours/week for the 15-week semester or 17 hours/week for the eight-week summer session.
- A two-unit, part-time internship requires a minimum of 90 work hours or six hours/week for the 15-week semester or 11 hours/week for the eight-week summer session.
- A one-unit, part-time internship requires a minimum of 45 work hours or three hours/week for the 15-week semester or about six hours/week for the eight-week summer session.
- Summer internships usually have more flexibility to schedule work hours with the on-site internship supervisor and offer more intensive training and more opportunity for hands-on learning.

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 School of Journalism graduate student 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 School of Journalism director of graduate studies must approve your enrollment in JOUR 593.

Tuition

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

Intern Responsibilities

- Represent the University of Arizona as an ambassador to the community and abide by the Student Code of Conduct.
- Understand and abide by the policies, procedures, rules and regulations of the hosting media organization
- Perform internship duties for the hours and duration specified. Talk with the supervisor about any University holidays or coursework issues several weeks in advance to determine if your internship schedule can be modified.
- Discuss with your prospective work-site supervisor the risks and dangers associated with the internship.
- Ensure that your direct supervisor is able and willing to submit an evaluation on your behalf.

Submitting Evidence of Successful Internship

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 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 Coordinator Marshall Bldg;

Room 343

journal@arizona.edu

JOUR 593: Requirements for successful completion of internship

1 Write a double-spaced, one-page summary of your experience to share with other students via the school's website and the Internship Binder in the student lounge. Include information on hours worked, internship responsibilities, guidance received and any other information you think a prospective intern would need to know about this internship. Can be anonymous; please include current date. Email to journal@arizona.edu.

2 Complete Student's Internship Evaluation Form and email to journal@arizona.edu. Ensure your supervisor submits Supervisor's Internship Evaluation Form by email or journal@arizona.edu FAX to internship coordinator. The internship coordinator will mail this form to your supervisor and you near the end of the semester.

3 Email journal@arizona.edu or hand in the materials described below, based on your position. Here are the typical expectations, at minimum, for different kinds of journalistic experiences:

Writing (reporter, copywriter):

Part-time internships: Six stories you have written that have been published in print, on the Web or disseminated by a radio or television outlet. If broadcast, must turn in scripts and the date the story ran, not just reel/audio of stories. Full-time internships: 10 clips, not six. Please note: If in your third broadcast internship, a résumé tape/reel substitutes for the clips. Organizational blogs *may* be accepted for credit, but you *must* clear this ahead of time with the internship coordinator.

Visual (photographer/videographer/graphics):

Part-time internships: Six of your published photos, edited video clips, or graphics. Full-time internships: 10 published photos, edited video clips, graphics, or other visuals.

Designer:

Six of your published designs for part-time internships; 10 for full-time internships.

Copy editor:

Part-time internship: Four headline clips and six copies of raw stories (min. 300 words) with copies of the published version annotated with your copy edits. 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.
- Full-time internships: Six headline clips and eight copies of raw stories (min. 300 words) accompanied by annotated copies of the published version of stories.

Researcher or fact checker:

- Turn in memoranda you have submitted to your supervisor. For part-time internships, six memos showing your sources and findings and submitted on letterhead or printed from company e-mail address will be accepted.
- For full-time internships, 10 memoranda are required.

Social media:

Provide a collection of social media posts you created for Facebook, Twitter, Instagram, LinkedIn, YouTube, etc., including some with videos and graphics. Write a 2-3 page report on analytics tools you used in your internship, including Google Analytics, Parse.ly and CrowdTangle, and tell which of your posts fared the best and why.

If not in any of the above positions (e.g., 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 and must be pre-approved by the internship coordinator. Please note: This is not a "What-I-did-at-my-internship" report.

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Upon completion of the internship, complete:

Write a double-spaced, two-page summary and analysis of your experience to share with other students via the school's website and the Internship Binder in the student lounge. Include information on hours worked, internship responsibilities, guidance received and any other information you think a prospective intern would need to know about this internship. Can be anonymous; please include current date. Email to journal@arizona.edu.

And one of the following:

1. Online portfolio and résumé incorporating clips/materials from the internship. Articles, photos or other work *pending* publication by the end of the internship must be printed on organizational letterhead or other public-facing logo, and signed by the supervisor for inclusion.
2. If in broadcast, a résumé reel.
3. A project that demonstrates skills learned at the internship, at least 5-8 pages, to be coordinated with one's adviser.
4. Public information session or class presentation given to journalism undergraduates. This can be in conjunction with other graduate students if others are enrolled in an internship the same semester. If you have moved away from Tucson, the session can be presented remotely via Zoom.

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If wishing to complete an internship in lieu of a project or thesis, the following guidelines must be adhered to, in addition to material outlined above:

1. The internship must provide tangible experiential learning equivalent to a project or thesis. That requires production of professional-grade work that could include a long-form feature story, series of investigative articles, video documentary, multimedia website, in-depth podcast series or equivalent work (see Graduate Handbook for description of project expectations).
2. The internship must be long enough to count for 3 credits. That is typically at least 135 work hours, or about nine hours/week for the 15-week semester or 17 hours/week for the eight-week summer session.
3. The student must obtain a faculty adviser for supervision, in partnership with the school internship coordinator. The adviser must approve successful completion of the internship, as one would do with a professional project. The adviser will meet with the student before the internship, midway and at the end. The intern must provide a status report midway with work completed.
4. It is the student's responsibility to acquire and successfully complete the internship. Assistance may be sought by the school's internship coordinator.
5. Students must successfully complete a defense at the end of the internship, as they would for a project or thesis – present their work, recap what they learned, respond to questions, and receive an evaluation from the adviser (fail, pass, exceeds expectations). See the graduate handbook or the graduate program coordinator for more details on scheduling and completing the defense.