

## Need a School of Journalism Intern?

Do you have an internship opportunity for a University of Arizona journalism student? If so, please read the requirements below completely and then, if you believe your opportunity fits the requirements, send an email to Renee Schafer Horton at [rshorton@email.arizona.edu](mailto:rshorton@email.arizona.edu) with the following information:

- Your name and title
- Name and location of your organization
- Time frame (fall; spring; summer; other specified period of time)
- Brief description of internship need
- Qualifications you seek (i.e. required journalism coursework; prior internships, etc.)
- Salary (if applicable)
- Application instructions (please include contact information and deadlines, if any)
- Any other relevant information

### UA School of Journalism Internship/Intern Hosting Requirements

- Internships for credit must offer supervision by a communications professional. The School of Journalism requires supervisors to fill out and submit an evaluation form at the conclusion of internships for credit.
- Interns must meet with this trained professional for no less than 10 minutes every-other-week to receive feedback and mentoring. This can be a phone call or virtual meeting if needed.
- It is helpful if the interns have a mentor in their particular area of interest if possible (an MMJ, for instance, if they want to be a broadcast reporter; a producer if they want to do production; an investigative or health reporter at a paper if that's the area they are interested in, for example.)
- The on-site supervisor must meet with each intern on or before the first day of the internship to go over the intern job description, expectations, schedule, organizational structure/rules, and to sign the UA required paperwork. This paperwork must be signed by the first day of school so the student can be enrolled in a timely fashion and not be charged late-registration fees.
- Interns must do journalism tasks at the organization, not secretarial tasks such as filing, cleaning, or answering phones. Meeting internship work-sample requirements is sometimes more challenging in the broadcast realm, but at minimum, interns can rewrite press releases for the web, provide research help, write VOs and script drafts, do fact-checking, or develop scripts for radio broadcasts. At minimum, we hope student interns would end the internship with:
  - Two or more practice standups they can use in a reel
  - Evidence of helping stack two shows
  - Complete two 45 second Vosots and/or helping produce a 1.5 minute package
- Interns should be provided with a clear chain of command and communication structure so they can get timely help when needed; national best practices recommend pairing interns with professional staff as mentors. This person is the go-to person for the intern when the official supervisor is unavailable.
  - At TV stations, students are often assigned to an assistant producer for half the internship and an assignment desk editor for the other half.
- Interns receive similar opportunities and mentorship regardless of the shift they work at a particular organization or the desk (news, sports, watchdog) to which they are assigned.
- To receive academic credit from the School of Journalism, a student must be a journalism major, earn a grade of "C" or better in JOUR 205 (Reporting the News), be registered in the internship

course and turn in work samples or a research paper at the end of the semester. Acceptable work samples are listed below.

- Graduate students in journalism may petition to apply for internship credit without having taken the beginning reporting course for graduate students if a recruiter approves of this.
- Students may repeat an internship at the same organization once (for a total of two terms) and may receive Journalism internship credit for a maximum of three internships.
- Students who drop the course at any time before the completion of the internship are no longer eligible for credit. In this case, the internship coordinator will notify the internship supervisor that the student is not enrolled for credit.
- Students enrolled in part-time internships for 1 credit put in a minimum of eight and no more than 10 hours weekly during the semester for a total of 120 hours. Students enrolled in full-time internships for 3 units work a minimum of 16 hours weekly during the semester, and no more than 20 hours, for a total of 240 hours over the semester. Fulltime internships are rarely offered during the regular semester.
- Students enrolled in the summer for full-time internships work a minimum of 240 hours for 3 units over the 10-week summer semester, working out a schedule with their on-site supervisor. This normally equates to 24 to 30-hour workweek. Part-time internships require a minimum of 120 hours for 1 unit over the summer, which works out to about 12 to 15-hour workweeks.
- All internships must abide by the U.S. Department of Labor [Fair Labor Standards Act](#).

### **Acceptable Work Samples for Earning Internship Credit**

#### **Writing position at a newspaper or online print news site:**

Six – 10 articles (depending on part-time or full-time internship course) you have written that have been published in print or on the Web. Stories must have student byline on them or on-site supervisor letter confirming the stories are the student's. This requirement may be adjusted in cases of investigative projects or long-form reporting at the discretion of the School Internship Coordinator. **Please note:** Blog posts that are opinion-based and have no outside interviews may only account for two of these articles. If student live-tweets an event/meeting, it may be able to be counted as one sample; student must discuss with Internship Coordinator in advance.

#### **Photo position:**

Six – 10 published photos. **Please note:** All photographs must be sent with links to where they were published

#### **Design position:**

Six – 10 clips of published designs.

#### **Copy-editing position:**

Three to five headline clips and three to five copies of raw stories (min. 300 words) accompanied by the annotated 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.**

#### **TV broadcast internship:**

Six – 10 samples of learning including practice stand ups, scripts, stacking of shows, helping produce packages, editing of film. No more than three rewrites of press releases will be accepted as work samples. The press release rewrites must have student bylines on them and student must have done value add (sought an outside quote from the contact on the release, for instance, or

added data). Student must submit the original press release and the one you rewrote with the changes highlighted for this to count as a work sample. Camera work is acceptable for up to three samples if the reporter on site signs off that the work was the students and the work is broadcast. ***Answering phones on the assignment desk, running the teleprompter or doing floor camera work are all important tasks in a TV station but those tasks are not accepted as samples of learning for the internship.*** Live-tweeting an event/meeting, depending on depth of live-tweet reporting, may be able to count as one sample; discuss with internship coordinator. ***Students in their third broadcast internships must produce a résumé tape.***

**Radio internship:**

Six – 10 stories reported and broadcast on air or six-ten scripts written for broadcast, or evidence of producing/helping produce six to 10 shows over the semester. Specific exceptions can be made depending on the radio station; students must discuss in advance with the internship coordinator.

**If student is not in any of the above positions (e.g., researcher, teleprompter, etc.):**

A research paper of no fewer than eight full pages and a bibliography page with at least four sources. This is not a “What- I-did-in-my-internship” report and should have something to do with journalism. Topic must pre-approved by the internship coordinator. ***Wikipedia is not a source.***

**Internship Office Contact:** Renée Schafer Horton; Internship Coordinator, UA School of Journalism; 845 N. Park Ave.; Marshall Building Room 323A; (520) 626-9219 or [rshorton@email.arizona.edu](mailto:rshorton@email.arizona.edu) FAX: 520-621-7557