

## Requirements: Part-time Internship JOUR 493; 2-units credit

### General information

- 1) Once you have found and been offered an internship, see the Internship Coordinator to get the *Internship Work Plan*.
- 2) Fill out the student sections of the forms, then meet with your prospective supervisor at the work site to have him/her sign the supervisor sections of both forms. This task can also be handled over e-mail. Submit the completed forms to the Internship Coordinator to be enrolled in the course. ***Tuition applies to internship courses.*** You must be enrolled in internships by the first week of the semester.
- 3) Students must complete the same number of hours during summer internships as they do regular semester internships even though the number of weeks for summer internships (8) is less than a regular 15-week semester.
- 4) Part-time internships receive 2 units of academic credit and the minimum hours that must be completed is 90. This equates to a minimum of six hours/week in the normal semester or 11 hours/week in the summer. You may work more than the minimum hour requirement, but not less.
- 5) Journalism internships may be repeated for a maximum of seven credits (e.g., two full-time and one part-time). Credit counts as upper-division journalism elective.
- 6) Internships are graded on the following scale: S (Superior); P (Pass); F (Fail).
- 7) To be eligible for JOUR 493, you must be a journalism major or minor and have earned a grade of C or better in JOUR 205. You may interview for internships while in-progress with JOUR 205 but will not be enrolled for the internship until your final grade for JOUR 205 posts to UACCESS.
- 8) Beginning in fall 2018, all undergraduate students wanting an internship are strongly encouraged to complete JOUR 201A before taking an internship or concurrently with their first internship.
- 9) Internship credits from other educational institutions do not transfer to the University of Arizona.

### Submitting evidence of successful internship to the internship coordinator

There are five (5) requirements to pass JOUR 493. Accumulate the necessary materials as you go. ***All materials must be submitted by the due date on the Internship Syllabus given at the start of the semester.*** This date is always during the official finals week for the university. Evaluation forms mentioned below will be sent to you via email near the end of semester by the internship coordinator. The five requirements are:

- 1) Meet in person with the internship coordinator midway through the semester to provide an update on your progress in the internship. During summer internships, this meeting is via email.
- 2) Write a one-page summary of your experience. This will go in a binder in the School of Journalism Reading Room. Include information on how many hours you worked, what your responsibilities were, how much guidance you received, and any other information you think a prospective intern would need to know about this internship. Feel free to read the summaries currently in the binder for examples of what to provide.
- 3) Complete the Student's Internship Evaluation Form and give it to the internship coordinator.
- 4) Ensure that your on-site supervisor submits the Supervisor's Internship Evaluation Form by e-mail, snail mail, or fax to the internship coordinator.
- 5) Hand in the materials described below:

### ***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. This requirement may be adjusted in cases of investigative projects or long-form reporting at the discretion of the School Internship and Career Coordinator. Meet with her early in the semester to discuss this if you know you'll be doing heavy enterprise work. **Please note:** Blog posts that are opinion-based and have no outside interviews may only account for two of these six articles. If you live-tweet an event/meeting, it may count as one story.

**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 at a TV station:**

Six samples of learning: Practice stand ups, scripts you've written, stories you've stacked, packages you produced, editing of film, and no more than four rewrites of 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, you should turn in evidence of the following:

1. Two practice standups from field reporting
2. Evidence of helping stack two shows
3. Two 45-second Vo-sots
4. If you are in a producing internship, helping produce one 1.5-minute show is beneficial

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 two of those to go toward the six samples total. If you live-tweet an event/meeting, it may be able to count as one sample; discuss with internship coordinator. ***If you are in your third broadcast internship, a résumé tape is mandatory.*** Make sure you review these requirements with your supervisor at the internship so you can work with them to figure out how you'll meet these expectations.

**If you are in 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., researcher, proofreader, social media manager):**

A research paper of no fewer than 10 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. There are options for multimedia presentations, as well. Get topic pre-approved by the internship coordinator and she will discuss options with you. ***Wikipedia is not a source.***

**If you are an honors student** getting honors credit for the internship, you must complete the above requirements and also build an online portfolio that includes a front-page, a sub-page with a résumé and a sub-page displaying work you completed during the internship.

**If you are a graduate student in JOUR 593**, you must complete the above requirements and build an online portfolio that includes a front-page, a sub-page with a résumé and a sub-page displaying work they completed during the internship **and** produce **one** of the following:

1. A 15-page research paper on a pre-approved topic related to a current concern around journalism education and career opportunities in journalism

2. A semester-long investigative journalism article, pre-approved by the editor or news-director of the hosting organization  
An online portfolio of your work completed during your internship in addition to the requirements above.

**At the internship:** Recognize that you are representing The University of Arizona as an ambassador and abide by the Student Code of Conduct and Code of Academic Integrity. Understand and follow the policies, procedures, rules and regulations of sponsoring organization. Perform your internship duties for the hours and duration specified. Talk with the supervisor about any University holidays or time you will need before the internship starts. Please note: There is no guarantee that specific requests for time off during the internship will be honored.

**Internship Office Contact:** Internship Coordinator, UA School of Journalism; 845 N. Park Ave.; Marshall Building Room 343; [journal@arizona.edu](mailto:journal@arizona.edu); FAX: 520-621-7557