

## **Requirements: Part-time Internship JOUR 493; 1-credit**

### **General information**

- 1) Once you have found and been offered an internship, see the Internship Coordinator to get the *Internship Application Form* and the *Internship Assumption of Risk Release Form*.
- 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 (10) is less than a regular 15-week semester.
- 4) Part-time internships receive 1 unit of academic credit and the minimum hours that must be completed is 120. This equates to a minimum of 8 hours/week in the normal semester or 12 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 493/593, 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.

### **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.

### **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 added 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.***

***If you are not in any of the above positions (e.g., researcher, social media manager, etc):***

A 10 to 15-page research paper, double spaced, with a separate bibliography page of at least four sources, having to do with a current concern in journalism or journalism education. ***Wikipedia is not a source.***

**If you are earning 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.

**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:** 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