

School of Media & Journalism Internship for Credit (MDIA 4603)

Supervised media-related work for a professional organization:

- No books to buy.
- No tests to take.
- There IS tuition to pay – it's a course.
- You will receive a grade.
- The course fits into your degree plan.

Suggested prerequisites:

- 60 degree hours completed
- Internship-relevant courses
- Internship directly related to your emphasis

You are responsible for finding an internship; you should:

- Talk to your adviser
- Check <https://www.astate.edu/college/liberal-arts/departments/media/>, bottom right
- Attend Internship Information Session and/or email Internship Coordinator for the School of Media & Journalism Kristy Cates (kcates@astate.edu)
- Check intern organization's websites for instructions
- Call the intern organization for instructions
- Mail resume & cover letter to chosen intern site(s)
- Follow up with a phone call

The necessary paperwork to be in MDIA 4603:

- The intern organization site may have paperwork for you to complete similar to a job application.
- Submit an internship application when you've been accepted for an internship. This requires your CMP or MMJ program coordinator's approval/signature and information about your academic history. You will also need to provide the internship coordinator with a resume.

How to get credit:

- Turn in application and resume to be enrolled in the internship course for credit to internship coordinator
- NOTE: You will receive email notification that you have been approved to enroll in the course MDIA 4603.
- Enroll in the summer(II), fall, or spring term.

The “hands-on” experience of an internship includes:

- 150 minimum work hours must be completed for credit. The professional site may require more. You MUST be learning something new. If you have worked with this organization before, you must let the program coordinator know and tell them what you will be learning that is new during this internship.
- Minimum time period = 4 weeks for summer, 10 weeks for fall, spring
- Maximum time period = 10 weeks for summer, 15 weeks for fall, spring

Flexibility of Internship

- Some organizations will require definite starting and ending dates.
- Others allow for flexibility.
- You can start a summer internship as early as mid-May as long as you have submitted your application form, resume, and are registered for Summer II (when the course is generally offered).

How your grade is determined in MDIA 4603:

- Complete a weekly internship log, detailing your activities and a minimum of 10 digital photos of you working during your internship.
- Write an essay about your internship that details your experiences.
- Your on-site supervisor must complete a form evaluating your performance.
- Submit a portfolio of 3-5 work samples completed during the internship (where allowed).
- Summer interns may receive an “I” (Incomplete) grade as they may not have requirements completed by the end of the term. Once requirements have been completed--in a timely manner--the internship coordinator will submit a change-of-grade form.

On-the-job suggestions:

- **Dress appropriately (observe professional staff members)**
- **Ask questions**
- **Take notes**
- **Monitor your organization's activities**
- **Be there early**
- **Show up every time**
- **Be enthusiastic**
- **Be positive**
- **Don't gossip**
- **Don't get involved in petty office politics**
- **Remember that every organization is imperfect**