

# Application

## **Journalism and Mass Communication Internship Program**

***JMC 600: Off-Campus Internship***

***JMC 399: On-Campus Internship***

The following must be submitted:

- ◆ This application form. (Note: This is a two-page document.)
- ◆ A cover letter stating your career goals and explaining the type of internship you believe would help you attain those goals.
- ◆ A current resume.
- ◆ A current student transcript. (Unofficial copies are fine.)

Portfolio / Work samples (Optional): If you wish, you may provide samples of your work such as design pieces, news clips, copywriting, press releases, video tapes, or any other media-related pieces you have in your repertoire. Make sure the materials are labeled and housed in a folder, binder, etc., so they may be returned to you.

After filing your application: A faculty internship committee will be evaluating applications. Students will be notified of the committee's application approval / denial.

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Please provide the following information. Print legibly so that we may contact you if we have questions regarding your application.

◆ I would like an (circle one): On-campus internship    Off-campus internship

JMC Sub-major (circle one):            Ad/PR            Broadcast Media            Print Journalism

What is your current cumulative GPA? \_\_\_\_\_ JMC GPA (if known) \_\_\_\_\_

Your Name: \_\_\_\_\_ Student ID # \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ (Day) \_\_\_\_\_ (Evening)

UWM Email Address (print legibly): \_\_\_\_\_

**STUDENTS APPLYING WITH INTERNSHIPS ALREADY ARRANGED:**

If you have already arranged an on- or off-campus internship, please complete the following. If you have not already arranged for an on- or off-campus internship, then you need not complete this section.

Note: To participate in the internship program through JMC for credit, your internship must be a relatively new experience. If have been working at a firm or organization for more than six months, the committee may not approve your current internship for credit.

Name of organization you will be interning with:

\_\_\_\_\_

Describe its primary function? (Newspaper, public relations, advertising, non-profit, etc.)

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Supervisor's Name / Position: \_\_\_\_\_

Supervisor's Telephone Number: \_\_\_\_\_ FAX \_\_\_\_\_

Supervisors Email Address: \_\_\_\_\_

Job Description: Please attach a job description/list of duties to your application materials and hand it in with your internship application.

**NOTE: We recommend reading an Internship FAQ Sheet (available on the JMC website and from JMC 117) to determine if you are currently eligible for an on or off-campus internship and to help answer other questions you may have. FAQ Sheets are available in the JMC front office.**

**Other Questions: Contact Becky Crowder bcrowder@uwm.edu.**