

Frequently Asked Questions On- and Off-Campus JMC Internships for Credit

How do I apply for an internship through JMC?

Stop by the JMC office, Room 117 and pick up an internship application. The application explains some of the requirements and if you are reading this “Fact Sheet”, you are probably getting answers to many of your questions. If you have more questions after reading this information sheet, contact Becky Crowder, JMC Internship Chairperson.

Who decides whether students will be approved for a JMC for-credit internship?

An internship committee comprised of 3 – 4 members of the JMC faculty and staff review internship applications and check to make sure that internship applicants meet the requirements as defined by the JMC department.

Are there certain classes I must take before I can apply and be approved for an internship for credit?

Yes. For an off-campus or an on-campus internship, depending upon your sub-major area of focus, you will have to have taken certain classes, as well as be a JMC declared major, and have a good cumulative GPA (generally 3.0 or above).

Ad/PR sub-majors: Must be enrolled in or must have completed JMC 222 and/or 224 in order to apply for and be considered for an on-campus internship

Ad/PR sub-majors: Must be enrolled in or must have completed JMC 524 in order to apply and be considered for an off-campus internship.

Broadcast Journalism sub-majors: Must be enrolled in or must have completed JMC 242 in order to apply for and be considered for an on-campus internship.

Broadcast Journalism sub-majors: Must be enrolled in or must have completed JMC 542 in order to apply for and be considered for an off-campus internship.

Print Journalism sub-majors: Must be enrolled in or must have completed JMC 203 in order to apply for and be considered for an on-campus internship.

Print Journalism sub-majors: Must be enrolled in or must have completed JMC 500 in order to apply for and be considered for an off-campus internship.

May I take more than one on- and off-campus internship for credit through JMC?

You may take one on-campus internship and one off-campus internship for credit through JMC. That is a total of 6-internship credits from the department.

If I currently have an off-campus internship, can I apply for internship credit through the JMC committee?

Sometimes, yes. It will depend somewhat on how long you have been at your current internship and what your job duties are at the internship. For instance, if this is a relatively new internship (6 months or less), you will usually be approved to continue for credit. If you have been at this internship for 6 months or more, we may ask you to consider finding a new internship to broaden your experience, if you want credit.

If I am approved for a JMC internship, does JMC find an internship position for me and place me with a company?

No. Just as with any job experience, you will have to apply to companies and organizations for internship positions. The companies and organizations decide whom they wish to hire as interns. We will give you leads for companies and organizations that are in search of interns, or who have hired JMC internship students in the past. Of course, you may also search for internship opportunities beyond our list of options. But you will have to contact, apply for, interview for and be offered the internship, as we cannot actually place students in jobs.

What types of letter and forms will I receive once I am approved for an internship?

To begin, you will receive three basic letters and documents.

- 1) Letter to Supervisor: Explaining the internship program and some of the basic requirements. You will present this to your supervisor at the beginning.
- 2) Supervisor Evaluation Letter and Form: These two documents you give to your supervisor. He/She will return the Evaluation Form to the Internship Chairperson near the end of the semester. Your supervisor evaluates your performance on the form.
- 3) Final Paper Criteria: This explains the requirements for your final paper and gives you suggestions for writing the paper.

You may receive other documentation as necessary. For instance, if you are hired by an internship site that we have not worked with before, you may need to have your supervisor fill out a form, so we can assure that the internship meets the requirements as defined by JMC. NOTE: Not all internship sites meet our approval.

Are all internships paid opportunities?

No. Some are paid and some are not. It depends on the organization. However, some unpaid internships are wonderful opportunities, providing students with lots of work to fill their portfolios or that eventually lead to a paid position. Others are paid, and we do encourage sites to pay our interns some type of compensation, even if it is an “end-of-internship” stipend. But, not all sites offer or are able to provide paid compensation.

If I apply for an internship and am accepted, but cannot find an internship or decide to wait a semester to find an internship, must I reapply for an internship?

No, not if it is within a semester or two. Simply tell the internship coordinator of your decision to wait or of your inability to find an appropriate internship. As long as you find an internship opportunity within one year of being accepted for an internship, you need not reapply UNLESS something has dramatically changed (ie. your GPA drops significantly). Best to check back in to make sure.

Once I apply and have been accepted for an internship-for-credit, when should I start looking for an internship position?

Once you are notified (by email) that you are accepted, you should begin your search right away. You can even start looking before you are accepted. Some students approved for a fall internship may choose to wait until mid-summer to begin their search, and that's

fine. But don't wait too long. The longer you wait, the less likely you are to find a great opportunity and the less choices you'll have to choose from.

Once I find an internship, then what do I do?

Notify the internship coordinator by email telling her/him where you found an internship (Company / Dept. / Organization) and who your supervisor will be including your supervisors name, title, phone number and email address. You may be asked to provide a copy of a job description. Then, you may start working at your internship site and begin to formulate your thoughts for your final paper. And most importantly, you will start getting items to put into your portfolio and learning things that will help you in your career.

How do I know for sure that the internship that I have will meet the JMC internship requirements? (This question is especially relevant if you find a "new" site that JMC has never worked with before.)

If there is any question as to whether a site meets JMC internship experience requirements (enough hours, career related duties, reporting to a communications professional, etc.), your internship supervisor will need to provide the JMC internship chairperson with a job description. This should be done as early as possible. If a site cannot meet our minimum requirements, then we can either work with the site to get the requirements up to standard, or, as is sometimes the case, the intern may need to look for a new site to fulfill his/her internship. We want interns to get a great experience, learn a lot and get items for their portfolios.

How is my final internship grade calculated?

There are two components to your final internship grade.

1. Supervisor evaluation
2. Grade on final paper (handed in to internship coordinator)

Each element is worth about 50% of your grade.

Once I've completed the requirements for the internship, must I stop working for the place at which I held my internship?

Not at all. Not if you and the site decide mutually that the position will remain yours. This could be an extended internship or, as has happened after good interns complete their internships, you could be offered a job. However, you may only receive credit for one semester in an off-campus internship and for one semester in an on-campus internship. (6 credits total if you do both.)

What do I do if I'm experiencing any trouble or complications at my place of internship employment?

First, try to work it out with your supervisor. If you've done that and you are still having problems, contact the JMC internship coordinator or someone on the JMC internship committee for advice. If needed, we will also act as a mediator, although that is rarely required. But don't wait until things are unmanageable. Come see us soon.

When and how will I be notified if I have been accepted for the JMC internship for credit?

All applicants will be notified by email telling them if their application is approved or denied. In the fall, it usually takes the committee around 2 – 3 weeks to organize and evaluate all the applications we receive (Sometimes there are 40 to 50 and we have to give each one our careful attention). In the spring, because of Spring Break sometimes it takes a bit longer. But, it certainly takes longer than a few days, so be a little patient. If you haven't heard from the committee 3 or 4 weeks after the application deadline, then it's time to check in with us.

What do I do if I have more questions after reading this information sheet and reading the application?

Stop in and see or contact Becky Crowder, JMC Internship Chairperson during her office hours or make an appointment with her.