

MASS MEDIA INTERNSHIP GUIDELINES

(Course Description) MDIA 4970 - Internship 3 to 9 hours credit

Prerequisite: Major and senior status; approval of faculty internship director. Graded "Satisfactory" or "Unsatisfactory." The placement of students in apprentice and intern positions in professional environments including radio and television stations and other media industry organizations in order to enlarge the student's professionalism. May be taken only during the student's final two semesters.

Please read the following guidelines carefully before applying for an internship. Submit the application (see below) to the designated Mass Media internship coordinator. You may also wish to discuss internship guidelines and placement with your advisor before completing the application.

Students who take part in an internship program under any of the various internship courses offered at Valdosta State University derive benefits of a diverse nature from their participation. Some of the benefits inherent in an internship are of an academic nature, and even the non-academic benefits of practical experience may well justify participation in an internship program.

By awarding academic credit for enrollment in an internship program, VSU formally recognizes the academic benefits of the program. The university grants semester hours of academic credit to students involved in internships, the number of hours depending upon the specific departmental internship course in which the student enrolls.

The guidelines which follow have the purpose of allowing maximum flexibility within any given internship program and, at the same time, of requiring the careful thought and work by the participants that will make their internship experience academically significant.

I. Acceptable Programs. In order to receive academic credit for an internship program, students must be enrolled in an established internship course offered by an academic department of Valdosta State University.

- A. The host organization or institution must be directly related to the student's field of study.
- B. The host organization or institution may not be owned, operated, or managed by a relative.
- C. Internships are not permitted with current employers.
- D. Internship contracts must be completed before students begin working with a host organization or institution.
- E. Students are responsible for living arrangements during the internship period.
- F. Internships are generally unpaid positions but stipends are permitted to defray living and other logistical expenses.

II. Supervision. All interns will be assigned a faculty supervisor from the academic department in whose internship course they enroll. Supervisors will accept direct responsibility for each intern under their supervision. Faculty supervisors will carefully work out in advance all individual internship programs according to these general guidelines and college or departmental guidelines and shall specify academic requirements. The actual work experience supervision will be by the project directors of the various internship programs.

III. Academic Credit.

- A. Each department that desires to offer internship opportunities will establish an internship course, with the approval of departmental faculty, appropriate executive committee(s), and the Academic

Committee, carrying credit of 3, 6, or 9 semester hours.

B. Internship courses are not required as part of the major and will be counted as MDIA elective credit.

C. The number of credit hours to be granted for a particular internship experience will be determined in advance with the intern in keeping with the guidelines pertaining to credit hours as set forth below.

D. Academic credit will be granted on a satisfactory/unsatisfactory basis and will not affect GPA.

IV. Guidelines for Granting Academic Credit.

A. For academic credit of three semester hours, the internship will involve, at the minimum:

1. Work in an area directly or indirectly related to the major field of study.
2. Ten (10) hours of service each week or 150 hours for summer semester.
3. A daily log of activities.
4. A report on the internship experience, relating it to the major field of study. The report will be made after completion of the internship.

B. For academic credit of six semester hours, the internship program will involve at the minimum:

1. Work in an area directly or indirectly related to the major field of study.
2. Twenty (20) hours of service each week or 300 hours for summer semester.
3. A daily log of activities.
4. A report on the internship experience, relating it to the major field of study. The report will be made after completion of the internship.
5. A research paper in an area appropriate to the major and bearing on some aspect of the internship program.

C. For academic credit of nine semester hours or more, the internship program will involve at the minimum:

1. Work in an area directly related to major field of study. The program should provide an opportunity for direct application of the knowledge gained in the classroom in the major field of study.
2. A daily log of activities.
3. Thirty (30) hours of service each week or 400 hours for summer semester.
4. A report on the internship experience, relating it to the major field of study. The report will be made after completion of the program.
5. A research paper or assessment in an area appropriate to the major and bearing on some aspect of the internship program.

V. Additional Guidelines

- A. An updated resume and sample cover letter should be prepared and submitted to the Mass Media internship coordinator before applying with the host organization or institution.
- B. Students are required to complete weekly log reports (see below) that must be submitted (via email) to the designated Mass Media internship coordinator at weekly intervals. Failure to submit in-progress reports will result in a grade of “unsatisfactory” for the course.
- C. A final report (see format below) must be submitted at the completion of the internship by the final exam period designated in the final exam schedule.

MASS MEDIA INTERNSHIP APPLICATION
(Please type or print)

NAME: _____ STUDENT ID# _____

DATE: _____

GPA HOURS COMPLETED: _____ CURRENT GPA: _____

NUMBER OF CREDIT HOURS REQUESTED: 3 6 9

EMPHASIS AREA: BJOUR VIDEO AUDIO

MASS MEDIA ADVISOR: _____

YOUR ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

PHONE: _____

EMAIL: _____

Have you submitted a current resume and cover letter? Y N

ANTICIPATED HOST: _____

ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

CONTACT OR SUPERVISOR: _____

CONTACT PHONE: _____

CONTACT EMAIL: _____

MASS MEDIA INTERNSHIP
Weekly Log

NAME: _____ SUBMISSION DATE: _____

(each day must be a separate entry)

DATE: _____

HOURS WORKED: _____

ASSIGNMENT OR ACTIVITIES:

DATE: _____

HOURS WORKED: _____

ASSIGNMENT OR ACTIVITIES:

DATE: _____

HOURS WORKED: _____

ASSIGNMENT OR ACTIVITIES:

DATE: _____

HOURS WORKED: _____

ASSIGNMENT OR ACTIVITIES:

DATE: _____

HOURS WORKED: _____

ASSIGNMENT OR ACTIVITIES:

MASS MEDIA INTERNSHIP
Final Report Format

NAME: _____ SUBMISSION DATE: _____

1. Describe your internship and the related duties.
2. Did you find the activities to be engaging and informative? Describe some of the worthwhile duties and activities.
3. Describe any activities that were not helpful or beneficial.
4. Was the host organization or institution helpful in meeting your objectives?
5. Would you recommend this host organization or institution to other students?
6. Add any addition comments or suggestions you feel are necessary.

MASS MEDIA INTERNSHIP
Host Evaluation Instrument

Intern's Name: _____

Host Organization or Institution: _____

Term or Dates of Internship: _____

Evaluator: _____

Job Title: _____

Please check the appropriate space for each of the following items:

| | Excellent | Good | Acceptable | Needs Improv. | Unacceptable |
|---------------|-----------|------|------------|---------------|--------------|
| Attendance: | | | | | |
| Punctuality: | | | | | |
| Appearance: | | | | | |
| Knowledge: | | | | | |
| Output: | | | | | |
| Accuracy: | | | | | |
| Thoroughness: | | | | | |
| Organization: | | | | | |
| Effort: | | | | | |
| | High - 5 | 4 | 3 | 2 | Low - 1 |
| Courteous | | | | | |
| Communication | | | | | |
| Adaptive | | | | | |
| Orderly | | | | | |
| Quick Learner | | | | | |
| Cooperative | | | | | |
| Careful | | | | | |
| Follows Inst. | | | | | |

Additional Comments:

Overall Rating: Excellent – Good – Fair – Needs Improvement – Poor

Potential for Success: Very High – High – Low – Very Low

If you wish to discuss the internship with the Mass Media intern coordinator, please provide your daytime phone number and the best time to call.

Signature of Evaluator: _____

Date: _____