

Internship Description and Approval: Journalism and New Media Track

Student			
Name		TU ID	
E-Mail		Phone	
Approval for (year)	Spring	Summer	Fall
Overall GPA (min. 2.75 required)		Major GPA (min. 3.0 required)	
Junior/Senior (Circle)		Faculty Supervisor:	
Number of credits desired (one credit = 40 hours of work on site)			
Internship found through (circle): Hire@TU, personal network, other (specify _____)			
Employer: About the Organization			
Company Name		Type of Industry	
Address			
Phone	Fax	Website	
Established in (year)		Number of full-time paid employees	
Contact person		Title	
Phone		E-mail	
Employer: About the Internship			
Supervisor		Title	
Phone		E-mail	
Internship Description: Please list 3-5 major responsibilities or projects for the intern. Or, attach the information on separate company letterhead. The department's approval criteria for credit-earning internships in journalism and new media are listed on page 2.			
Responsibility/Project		Percent of Hours	
Minimum Qualifications		Number of positions available	
Compensation		Hours/days	
This employer is an equal opportunity employer in compliance with all EEO guidelines and legislation.			
Supervisor Signature _____			
Date _____			

Department		Semester/No	
Pre-approved	New Approval	Number of Units	Denied
Approved by		Date	
Faculty Supervisor	Course/section	Permit	
Recommended for future approval		Not recommended for future approval	
Notes:			

Approval Criteria for Internships in Journalism and New Media

Student must have attained:

- Junior/senior standing.
- Cumulative GPA of 2.75, 3.00 in the major.
- Successful completion of MCOM 258.
- Admission to the major.

Organizations must:

- Have been in business three or more consecutive years.
- Have five or more paid full-time employees (excluding external consultants or Board of Directors).
- Provide direct supervision by a supervisor who holds professional credentials in the area for which the internship is created (e.g., a minimum three years of work experience in the specified area).
- Not be owned or operated by family and/or friends of the students.

The internship description must provide evidence that student will:

- Extend the skills/knowledge they acquired in relevant classes.
- Develop of new skills appropriate for the student's track and major.
- Have daily face-to-face interaction with the supervisor at the internship site.
- Continue developing a portfolio, if possible.
- Spend no more than 20% of the work hours working remotely.
- Spend no more than 15% of the work hours in administrative or clerical work in or outside the office, including hours at promotional events.

Note: Similar internships cannot be repeated at the same organization for additional credit.