

MCOM 461 Journalism & New Media Internship Contract

Congratulations on your internship! I hope this experience will be a gratifying part of your college education, and that you will be acknowledged for playing a valuable role in a professional setting.

Please keep in mind:

- You may register for one credit for each 40 hours of work at your internship site, for a maximum of three academic credits.
- You will receive a grade of “S” for successful or “U” for unsuccessful.
- Your performance at the worksite constitutes the major portion of your grade, but the written assignments and completion of the required forms are also weighed carefully.
- Unless otherwise noted, all materials should be turned in to me by the last day of classes for the semester.

For more information:

Departmental internship registration policies can be found on the MCCS website:

<http://www.towson.edu/cofac/departments/communication/resources/ca-reersupport/registration.html>

- If you have any questions about the assignments or forms, please contact me at: jatwater@towson.edu.

Approval Criteria

To qualify as a journalism/new media internship, students should be working in the areas of news, features, photography, editing, broadcast or online content creation, not in promotions and/or marketing. All internships must be approved by the j/nm internship coordinator. Internships can be supervised only by full-time faculty in the Journalism/New Media track. One to three hours of credit can be earned per internship. Students may repeat MCOM 461 to earn additional internship credit, but not at the same internship site.

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.
- Approval of the internship by the unit internship coordinator.

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.

Assignments

At the beginning of your internship

1. With your supervisor, fill out the Approval Form

Create your learning plan together with your supervisor. This plan outlines what your major learning goals and tasks are.

2. Obtain a permission code from your faculty supervisor

During your internship

3. Send me a weekly summary of your experience

Summarize your experience during the week, including (for instance): tasks you were assigned and completed, people you met, new things you learned, the most difficult task you accomplished, the most interesting or least interesting task you were assigned, etc.

4. Log your work hours

Record all internship hours and have the form signed by your supervisor. Include with the reflective paper you'll write at the end of your internship.

At the end of your internship

5. Ask your supervisor to fill out the final evaluation form

Please ask your supervisor to fill out a final evaluation form at the conclusion of your internship. Include it with your reflective paper.

6. Write a reflective paper , 4-5 pages, double spaced.

Collate your weekly reports into one document and add the following:

- Describe a “typical” day or the tasks in which you are involved
- Explain the most and least valuable aspects of your experience, being sure to describe the new knowledge and skills you’ve gained, or other ways in which you’ve grown
- Provide links to examples of your work

By signing below, you acknowledge that it is your responsibility to submit all written assignments and forms according to the due dates specified, and that you will not receive a grade until you do so.

Student _____ Date: _____

Faculty _____ Date: _____

Section _____ Permission Code: _____