



THE UNIVERSITY of  
**MISSISSIPPI**

**School of Journalism  
and New Media**

## **Internship/Guide Forms**

An internship is preparation for your career in journalism or integrated marketing communications. To earn academic credit for an internship, it must give you significant professional experience that is relevant to your work in the School of Journalism and New Media (SOJNM). You must be an IMC or Journalism major or minor to earn academic credit for an internship.

**IF APPROVED FOR ACADEMIC CREDIT, YOU WILL BE CHARGED TUITION FOR 1-3 CREDIT HOURS.**

**IMPORTANT NOTE:** Academic credit for an internship is usually optional as far as the School of Journalism and New Media is concerned. Other than for the Broadcast Emphasis, internships are not part of degree program requirements. Some employers, however, require that students be receiving academic credit in order to qualify. If your prospective employer says you must be receiving course credit, you must become enrolled using these forms. BE CAREFUL not to expend all of your credit hours if there is a chance you will seek multiple internships. **The School can award no more than 3 credit hours.** So avoid being in the position of being offered a second or third internship and not being able to accept it if the employer requires credit and you have already earned the 3-hour maximum. The minimum number of hours to earn credit is as follows:

**1 credit hour=a minimum of 50 hours of internship work**  
**2 credit hours= a minimum of 100 hours of internship work**  
**3 credit hours=a minimum of 150 hours of internship work**

**PRINT THIS FORM AND FOLLOW THE FOLLOWING STEPS.**

### **Step 1**

Identify the internship(s) you would like to apply for and do some research to find out about qualifications, deadlines, etc. Your internship must require you to do work related to journalism or IMC, such as writing, editing, design, reporting, photography, public relations, social media, or direct marketing, sales promotion, branding, etc. Prepare your application, resume, and work samples, and then apply to the company or publication.

### **Step 2**

Once you have been offered an internship, complete the attached student form, ask your internship supervisor to complete the supervisor's form, and ensure that both forms are submitted to the Assistant Dean for approval. When the forms are approved, you'll be administratively registered for 1, 2, or 3 credit hours (your choosing) in either Jour 395, Jour 495, IMC 395, or IMC 495. This is done in the dean's office.

**NOTE: You must be enrolled for the summer or the semester in which you are completing the internship. There is no credit for internships during intersession terms. You cannot be enrolled after the internship is finished. The deadline for submission of the internship application is the last day to add classes for the term in which you will receive credit for the internship course.**

### **Step 3**

Take full advantage of your internship experience. Ask questions, volunteer for extra duties, and learn all you can about the company, business or organization in which you are working. Ask for advice from the professionals you meet. Leave a good impression. Be on time. Dress appropriately. Be polite. Be thorough and conscientious in your work. Be a willing worker, and above all, meet all deadlines.

### **Step 4**

At the completion of your internship, return a packet to the Assistant Dean and include all of the following:

1. **Work samples.** Provide two to three samples or detailed descriptions that can be placed in your academic file.
2. **Formal business letter.** Provide a copy of a formal business letter you write and send separately, thanking your supervisor for the opportunity and experience.
3. **4-6 page paper.** Write a 4-6 page paper (typed and double-spaced with one-inch margins) that summarizes your internship experience and assesses what you have learned and how it relates to your academic work and your career plans.
4. **Internship evaluation form.** Provide the completed and supervisor-signed internship evaluation form.

*Ensure that you and your internship supervisor have turned in all paperwork to the assistant dean by the deadline. **All items must be submitted by the last day of classes for the term in which you were enrolled.***

### Journalism Internship Student Application

To be completed by the student and returned to the dean's office in the School of Journalism and New Media before the internship begins.

**Note:** Internships must offer adequate, relevant experience/academic outcomes, and students must meet eligibility criteria.

Student name: \_\_\_\_\_ ID # \_\_\_\_\_

Local address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_@go.olemiss.edu

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

Semester for internship enrollment: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Credit hours requested for academic credit: 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

Employer: \_\_\_\_\_

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

Supervisor name: \_\_\_\_\_ Email: \_\_\_\_\_

Description of internship duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that I have read and understand the internship guidelines, and agree to the requirements.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**Internship Supervisor Form**

To be filled out and returned to the School of Journalism and New Media before the internship begins.

Student name: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Supervisor's name & title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Intern's expected duties: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Internship dates: From \_\_\_\_\_ to \_\_\_\_\_

Average number of hours per week: \_\_\_\_\_ Paid? \_\_\_\_\_

Supervisor's signature \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for providing this opportunity to our student.**

Return to:  
The University of Mississippi  
School of Journalism and New Media  
c/o Internship Applications  
Post Office Box 1848  
114 Farley Hall  
University, MS 38677

Telephone: 662.915.1547  
Fax: 662.915.7765  
Email: [jour-imc@olemiss.edu](mailto:jour-imc@olemiss.edu)

### Internship Evaluation Form

To be filled out by the supervisor and submitted at the end of the internship.

Intern: \_\_\_\_\_ Internship Dates: \_\_\_\_\_

Total Number of Hours Student Worked: \_\_\_\_\_

To the internship supervisor:

Thank you for agreeing to supervise this student's professional internship for academic credit. To award a grade, we will consider, in addition to your evaluation, student's work samples and their paper summarizing their experience.

Please complete and return the evaluation below. This form will be made available to the student.

**Please circle your responses. (1=strongly disagree; 5 strongly agree)**

	Disagree				Agree
1. Intern was punctual.	1	2	3	4	5
2. Intern was tactful and polite in dealings with colleagues and the public.	1	2	3	4	5
3. Intern had a positive, professional attitude.	1	2	3	4	5
4. Intern was eager to learn.	1	2	3	4	5
5. Intern completed tasks on time.	1	2	3	4	5
6. Intern was receptive to feedback and critiques.	1	2	3	4	5
7. Intern worked well without supervision.	1	2	3	4	5
8. Intern's writing skills were appropriate to the requirements of the internship.	1	2	3	4	5
9. Intern's speaking skills were appropriate to the requirements of the internship.	1	2	3	4	5
10. Intern's quantitative skills were appropriate to the requirements of the internship.	1	2	3	4	5
11. Intern's technology skills were appropriate to the requirement of the internship.	1	2	3	4	5
12. Intern's research skills were appropriate to the requirements of the internship.	1	2	3	4	5
13. Intern had a good understanding of mass media in general and this media field.	1	2	3	4	5
14. This intern has strong professional potential in this field.	1	2	3	4	5
15. Compared to other interns I have worked with, this intern is 5=excellent; 1=poor).	1	2	3	4	5

In the space below, please provide evaluation comments specific to the intern's work in your particular media field (e.g., newspaper, magazine, television news, marketing, radio news, public relations, advertising, etc.). Please comment in terms of the student's knowledge (general and specific), information-gathering abilities, writing, technology skills, and professional values.

Based on your interaction with this intern, please note any suggestions you have for the School of Journalism and New Media's faculty as we strive to keep our curriculum in tune with the highest standards of professional journalism and new media.

Supervisor's signature \_\_\_\_\_

Date: \_\_\_\_\_

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