

# School of Media & Journalism

## INTERNSHIPS FOR CREDIT

Course Description

Prerequisites

How to Find

How/When to Enroll

How to Successfully Complete

# MDIA 4603 INTERNSHIP

- Supervised work in an approved communications-related setting.
- Prerequisite: Internship Site Consent, Consent of CMP or MMJ Program Coordinator, and Internship Coordinator Consent.
- Fall, Spring, Summer.

# MDIA 4603 INTERNSHIP

- No books to buy.
- No tests to take.
- There IS tuition to pay – it's a course.
- You will receive a grade.
- The course fits into your degree plan.

# Suggested Prerequisites

- 60 degree hours completed
- Internship-relevant courses
- Internship directly related to your emphasis

# How to find an internship

- Look at “School of Media & Journalism Contacts”
- Talk to adviser & internship coordinator
- Check organization website for instructions
- Call the organization for instructions
- Mail resume & cover letter to chosen site(s)
- Follow up with a phone call

# The necessary paperwork

- The organization may have paperwork for you to complete. This can be like a job application requiring various information.
- Complete required application for internship when you've been accepted. You'll need to provide internship site information, personal information, several signatures and a resume.

# How to get credit

- Once all internship materials have been received and approved:
- Department gives permission to enroll in the course.
- Summer interns register in Summer II, but may begin working on hours as soon as Spring grades are submitted.

# The “hands-on” experience

150 work hours must be completed for credit.  
This is our requirement. The organization  
may require more.

Fall/Spring

approximately 11-15 hours per week

Summer

approximately 15 hours per week – spread  
over 2 terms



# Flexibility of Internship

- Some organizations may require definite starting and ending dates.
- Others allow for flexibility.
- Find out requirements and share with Internship Coordinator if any adjustments need to be made for scheduling.

# How your grade is determined

- Complete a weekly internship log and share it with Internship Coordinator, detailing your activities with pictures and samples of work.
- Write an essay about your internship at the end of term.
- Your on-site supervisor must complete a form evaluating your performance.
- Meet all deadlines!
- Grade of “I” is possible in summer, but not recommended.

# On-the-job suggestions

- Dress appropriately (observe others)
- Ask questions
- Take notes
- Monitor communication
- Be early!
- Show up every time
- Be enthusiastic
- Be positive
- Don't gossip
- Don't get involved in office politics
- Remember that every organization is imperfect

# Past Internship Locations

AgWatch Network

Anthem Pictures

Ark. Dept. of Education

City of Jonesboro – Comm.

Critical Edge Technology

East Arkansas Broadcasters

ESPN

Faultline Studios

Food Bank of NE Arkansas

Gearhead Outfitters

Jonesboro Radio Group

Jonesboro Sun

KAIT-TV

KARK-TV

KASU-FM

KATV-TV

KTHV-TV

See Spot Run Productions

St. Jude Children's Hospital

WANT-TV

WDIA-AM

WHBQ-TV

WMC-TV

WREG-TV