

JOURNALISM DEPARTMENT
Directed Study Internship Policy
San Francisco State University

The Journalism Department has established the following policy on internships for which majors and minors can receive credit through **Jour 699-Independent Study**

A Student may enroll in Jour 699 for credit for an internship only with approval of the department chair.

Grading will be on a credit/no credit basis for internships.

Internships-for-credit are limited to majors and minors in journalism, and they must be taken in print, online or broadcast journalism. Credit will not be given for internships in public relations or advertising.

Intern must work a minimum of 12 hours per week for at least 14 weeks in their internships. And the internship must fall within the regular semester for reasons of liability.

An internship may continue for no more than one semester. The internship may occur during the fall or spring semester, or during the summer, but the student may receive credit for only one internship per semester.

The instructor of record for the Jour 699 course must receive the following from the student prior to the end of the grading period in order to receive credit.

- a one-page summary about the internship
- a letter to the chair evaluating the internship
- clips (if reporter or photographer)
- a supervisor's evaluation

Students must keep track themselves, and not expect to receive a reminder from the instructor.

To request academic credit, email your instructor with the following information:

1. Name, title, phone number and email address of internship supervisor
2. Title of the internship including name of organization (e.g., editorial intern, San Francisco Chronicle)
3. Number of hours assigned each week and dates of internship (e.g., 14 hours/week Aug 25 – Dec. 14).

The instructor will then send the supervisor an email stating that academic credit will be received.