

**JOURNALISM DEPARTMENT INTERNSHIP ACCEPTANCE FORM**

***TO BE COMPLETED BY THE INTERNSHIP SUPERVISOR AND SIGNED BY BOTH THE INTERN AND THE SUPERVISOR.***

**Name of Student** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **has been accepted for an internship at**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **with the title of** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*Name of Organization* *Internship name*

**The intern is required to work a minimum of** \_\_\_\_\_\_\_\_\_\_\_\_\_ **hours per week**.

**The internship will start on** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **and end on** \_\_\_\_\_\_\_\_\_\_\_\_ (*must occur during the regular semester).*

**We acknowledge that the supervisor is required to complete a midterm and final evaluation in order for the intern to receive credit for the internship.**

**We acknowledge that an intern must work out of an office and that office cannot be in someone’s home as the internship experience requires working and learning from professionals.**

# We understand that the intern must produce work samples from the internship that can be included in a portfolio. Supervisors must work with the student to ensure that work samples are of professional quality. If the intern is not credited in a byline or other place in the work, a description of the work done must be included and a supervisor must verify. *Published work is a requirement of any internship.*

**In order to ensure students have the ability to complete the minimum amount of work required for a capstone experience, we need to know what the intern will be expected to produce.**

**On the next page you will find a number of requirements that students may or may not have during their internship. Please make sure to fill in the blanks for all that apply. If you need more room, please feel free to add another sheet or add to the back of the form. We are always expanding the list.**

**We acknowledge that by the completion of this internship, the intern will have completed a minimum of (please check and fill in the number for *all* that apply):**

**☐** \_\_\_\_\_ 1,000 – 3,00 word stories

**☐** \_\_\_\_\_ 3-6 minute videos

**☐** \_\_\_\_\_ 300 – 500 word stories

**☐** \_\_\_\_\_ 6+ minute videos

**☐** \_\_\_\_\_ Blog posts – researched & reported

**☐** \_\_\_\_\_ Blog posts – individual opinion

**☐** \_\_\_\_\_ Briefs (100-300 words)

**☐** \_\_\_\_\_ Broadcast stories

**☐** \_\_\_\_\_ Calendar entries

**☐** \_\_\_\_\_ Graphic elements

**☐** \_\_\_\_\_ Individual photo assignments

**☐** \_\_\_\_\_ Multimedia stories

**☐** \_\_\_\_\_ Photo stories

**☐** \_\_\_\_\_ Press releases

**☐** \_\_\_\_\_ Visual elements (non photo)

**☐** \_\_\_\_\_ Hours/Days social media editing

**☐** \_\_\_\_\_ Hours/Days researching

**☐** \_\_\_\_\_ Hours/Days fact checking

**☐** \_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**☐** \_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**☐** \_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**☐** \_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**We understand that the intern will only receive credit for the internship IF they produce a *similar* *quality* and *quantity* of work to that required for our publication lab AND complete the other requirements of the internship as outlined on the course syllabus. The requirements for Publication Lab credit are:**

Photographers

* 28 assignments
* two self-generated photo stories

Magazine students

* Three 1,000-3,000 words stories or six 300-500
* Four 300-500 word online pieces
* Four additional graphic/visual elements for the Ipad

Newspaper/Online students

* 15 stories, including at least 3 multimedia pieces

# Internship Supervisor

Print Name Signature Date

# Intern

Print Name Signature Date