

# Internship Packet

## Troy University

### Hall School of Journalism and Communication

**Purpose:** Internships provide students with practical experiences in a career setting. These experiences often allow interns to interface their formal course work with the day-to-day operation of journalism, public relations or advertising-related jobs. While some internships may offer the student a stipend, most are voluntary, unpaid activities.

Internships must be related to your academic major. While the terms "journalism," "broadcast journalism," "public relations," "advertising" and "sports information" are defined by the Hall School of Journalism in a broad and reasonable way, all internships must employ some form of easily identifiable skill related to your major and help the student achieve career goals. An intern must not be merely running errands or performing clerical duties.

Internship credit cannot be granted for a job the student is already performing. In some cases, internship credit may be granted to a student already employed in a journalism/public relations related job if the internship requires activities above and beyond those of the regular job.

Students planning an internship must remember that the "employer" invests time and effort supervising and training interns. Services of value are expected in return. The internship is a reciprocal arrangement: students exchange their work in return for on-the-job training, work experience and an important resume item.

**INTERNSHIP GOALS:** Some of the Hall School of Journalism and Communication's goals for student internships include:

- (1) the application of theoretical and conceptual knowledge and skills gained in class to the work environment;
- (2) the acquisition of first-hand knowledge about the field through "learn by doing" in the work-place;
- (3) the exploration of new professional activities and relationships;
- (4) to experience problems and successes working in a complex journalism/public relations environment outside your college classes.

There is an additional goal in our intern program. Employment in journalism and public relations fields is very competitive. We feel that the internship program can give you an edge on the job market when you graduate. Many employers view internship experience as valuable and practical, particularly if you do a good job and receive a strong letter of recommendation from your agency supervisor. Your letter of recommendation coupled with a positive evaluation from the agency and the department could be very helpful when you start looking for a job in the field.

**Prerequisites:** Students should apply for an internship after they have completed a substantial part or all of the relevant course work for their degree at Troy University. Students often take an internship in their final semester before graduation.

The specific course prerequisites for internships are:

1. A minimum of 75 hours of course work
2. Approval of the student's adviser
3. Approval of the Hall School of Journalism and Communication's director
4. Successful completion of the Hall School of Journalism and Communication's Internship Workshop

**THE INTERNSHIP WORKSHOP:** You are required to successfully complete the Hall School of Journalism and Communication's Internship Workshop prior to registering for JRN 4489/4490. The purpose of this workshop is to make sure you understand the requirements and expectations for your internship. Some of the topics included in this workshop include the minimum requirements for earning a passing grade in JRN 4489/4490, proper attire for your internship and work ethic. You will be required to create a resume and a portfolio/resume tape to complete this workshop. Dates and times for the Internship Workshop will be announced on the Hall School of Journalism and Communication's Web page and in the School's common area.

**OBTAINING THE INTERNSHIP:** The responsibility for arranging the internship rests with the student. The Hall School of Journalism and Communication continually works to enlarge the number of internship opportunities in Troy and other locations in and out of the State of Alabama. The Department maintains a file containing requests for journalism/public relations interns in the main office (103 Wallace Hall). Students may also obtain suggestions from the Department's faculty.

There are many ways to locate an agency for your internship. The department and the library have several publications that list names, addresses, and telephone numbers of all newspapers, broadcast stations and cable systems in America. The department has also developed listings of public relations and advertising firms in many geographic areas. In addition, we have a growing file of production houses in the region. Keep in mind that many businesses, hospitals, utility companies, non-profit organizations, and political campaign offices use your skills and are willing to work with journalism interns. Your interests and your initiative are the limiting factors in determining where you will intern.

When searching for an agency to intern at, don't overlook the opportunities around campus. Many campus agencies provide excellent sources of internships. A potential advantage to interning close campus is that you can take classes at the same time you are interning.

(NOTE: You must have your agency approved by your faculty supervisor. There are some organizations that fail to meet the department's minimum criteria for working with our students. You will not be permitted to intern with these companies.)

In general, students apply directly for an internship in the way they would apply for a job. Students typically go through an interviewing process and present resumes and portfolios just as though salaried jobs were at stake.

**YOUR INITIAL CONTACT WITH THE AGENCY:** At some point in your internship application process, you will have to make contact with the agency you desire to work with. You should expect to participate in a formal interview with one or more representatives from that organization. The interview is important in that it allows both you and the agency to evaluate each other and to clarify expectations. Here are a few suggestions to help you with the interview process.

**Before the Interview:**

1. Prepare for the interview as if you were attempting to be hired for a full-time position with that company. This includes:
  - a. Conducting a background study of the agency where you learn about the services and products of that company
  - b. Perform a self-analysis where you attempt to discover your strengths and limitations, your accomplishments, and what you can add to the agency as an intern.
2. Make sure that your resume is current and proper. (You may obtain a handout on resumes from your faculty supervisor.)
3. Be ready to demonstrate your technical skills at the agency. For example, you may be asked to write a news story or operate a broadcast audio console.
4. Put together some samples of your work in case someone from the agency wants to inspect it.
5. Dress conservatively and professionally for the interview. Do not show up for your interview wearing the type clothes you normally would wear to a class.
6. Arrive for your interview a few minutes early. Do not be late and make the agency representative wait for you.

### **During the Interview:**

1. Be genuine and sincere. Many people give the impression that they are phony because they try too hard to make a good impression.
2. Listen to the questions being asked of you and try to answer those questions.
3. Express interest both verbally and nonverbally during the interview.
4. Do not interrupt the interviewer if you need to clarify or amplify something. Wait until the question or comment is fully made.
5. Remember that interviewers tend to place a good deal of emphasis on how motivated and achievement oriented you seem to be.
6. Ask specific questions about the agency's expectations regarding the internship.

**Registration For Internship:** All Hall School of Journalism and Communication interns must be registered for JRN 4489 and JRN 4490 during the semester when the work is performed. The internship course is for 6 hours of credit. The student is expected to spend roughly 20 hours a week for 15 weeks on the internship during the fall and spring semesters and 30 hours per week during the summer.

**Internship Supervisors:** Each internship must have TWO supervisors, one on-the-job and the other from the faculty of the Hall School of Journalism and Communication. The student is responsible for securing the permission and cooperation of both supervisors before registering for an internship. The faculty supervisor is appointed each term for the Hall School of Journalism and Communication.

**The Internship Agreement:** The student must complete an internship agreement available from the Hall School of Journalism and Communication's main office. The student specifies the objectives of the internship and how these are to be realized in the agreement. This form should be completed in consultation with both the on-the-job supervisor and the faculty supervisor. Both supervisors and the student sign the agreement indicating their collective approval of these objectives. The agreement is then submitted to the Hall School of Journalism and Communication for approval prior to registration for that internship. Students failing to file an internship agreement with their faculty supervisor by the fifth day of the internship term will be either administratively force dropped from the course or assigned a failing grade for the internship. (The student may be responsible for all fees associated with the course if

administratively dropped because the student failed to complete the required paperwork in a timely manner.)

**COURSE SYLLABUS:** You will find a copy of the course syllabus (JRN 4489-4490) on the course World Wide Web page (<http://jschool.troyst.edu/~jrn4489>). You are required to schedule an appointment with your supervisor for an orientation to the department's internship policies at this time. This means that you **MUST** plan on meeting with your faculty supervisor when your turn in your internship agreement form prior to starting to work at the agency.

**Reports and forms:** Students must turn in to the Hall School of Journalism and Communication a properly completed Permission to Register for an Internship form. This form is found on the class World Wide Web page at <http://jschool.troyst.edu/~jrn4489>.

Normally during the first week of the internship experience, students are required to complete the Student Data Form found on the class World Wide Web page. The actual due date for this Student Data Form is found in the class syllabus.

The intern is expected to report to the faculty supervisor on a schedule described in the course syllabus. This schedule is typically at least two weeks into the semester, midway through the semester, two weeks before dead day and dead day. If the internship is outside of Troy, this report may be made by mail. Those interning in Troy or the immediate area, should report in person and make such written reports as the faculty supervisor deems necessary. The contents of these reports is outlined in your syllabus and may be supplemented by handouts from your faculty advisor. These reports may be sent by regular mail or e-mail. Due to the increased cost of toner cartridges, you may **NOT** send your reports to the Hall School of Journalism and Communication's fax machine.

**E-MAIL:** E-mail is a requirement for this class. It is not an option. You must have it - no questions asked. This is how your professor will communicate with you and the preferred method you will use during the term to communicate with the Hall School of Journalism and Communication. Troy University provides all students with an e-mail account or you may elect to use your personal e-mail account from GMail, HotMail, Yahoo or any other vendor.

In addition to having an e-mail account, you will be expected to check your e-mail every day. Important information will be sent to you during the term via e-mail and you will be held responsible for this information.

**WWW:** In addition to e-mail, you must have access to the World Wide Web. Most readings and projects in this class require access to the World Wide Web on the Internet. You cannot pass this class if you do not have reliable access to the World Wide Web. You will need to check the class Web page every week during your internship.

**Evaluation by the on-the-job supervisor:** The intern must arrange for an evaluation from the on-the-job supervisor. This evaluation must be given to the faculty supervisor no later than dead day. It is the intern's responsibility to coordinate this evaluation and follow up to see that it is completed and forwarded to the faculty supervisor within the time frame required.

**Final Grade:** The final course grade for internships is provided by the faculty supervisor. The grading scale is given in your syllabus.

## **APPLICATION PROCEDURE:**

1. Obtain an intern packet (this document) from the Hall School of Journalism and Communication's World Wide Web server.
2. Verify that you meet the internship prerequisites.
3. Locate an intern position.
4. Successfully complete the Hall School of Journalism and Communication's Internship Workshop prior to registering for JRN 4489 and JRN 4490.
5. Obtain a copy of the Permission to Register for an Internship form. This form must be properly completed prior to registering for JRN 4489 and/or JRN 4490.
6. Schedule an appointment with your faculty supervisor to discuss your internship and to obtain permission to intern from your faculty supervisor.
7. Complete the Internship Agreement Form and collect the required signatures. Your faculty supervisor must be the last person to sign this form. Make 3 copies of this form. Give one copy to your faculty supervisor, the original to the main office of the Hall School of Journalism and Communication (103 Wallace Hall), and one to your on the job supervisor. You will want to keep one of the copies. Your Internship Agreement Form must be turned in no later than when you register for JRN 4489 and/or JRN 4490.
8. Schedule an appointment with your faculty supervisor when you turn in your internship agreement form for an orientation to the department's policies for internships. Obtain a copy of the JRN 4489-4490 Course Syllabus no later than this time.
9. Register for JRN 4489 and JRN 4490 -- Journalism Internship.
10. Do not forget that you will need to submit your Student Data Form found on the class World Wide Web page by the due date given in the course syllabus

**Troy University**  
**Hall School of Journalism and Communication**  
**JRN 4489-4490 Internship Agreement Form**

(PLEASE TYPE OR PRINT)

**SECTION I -- Information about the student (INTERN)**

Student's Name: \_\_\_\_\_

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

\_\_\_\_\_

Major: \_\_\_\_\_ Classification: ☐ Junior ☐ Senior ☐ Other

Semester of Internship: \_\_\_\_\_

Student's Address At Internship:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student's Telephone Number at Internship: (\_\_\_\_\_) \_\_\_\_\_

Student's E-Mail Address: \_\_\_\_\_

**SECTION II -- Participating Internship Agency or Organization**

Agency Name: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_ Agency Fax: (\_\_\_\_\_) \_\_\_\_\_

On-the-job Supervisor's Name: \_\_\_\_\_

On-the-job Supervisor's Title: \_\_\_\_\_

On-the-job Supervisor's e-mail address: \_\_\_\_\_

### **SECTION III -- Hall School of Journalism and Communication**

Faculty Supervisor: Check the current course syllabus for the faculty supervisor's name.

Address: Hall School of Journalism and Communication

103 Wallace Hall

Troy, Alabama 36082

Telephone: (334) 670-3289

Fax: (334) 670-3707

HSJC Administrative Assistant: Ms. Kate Rowinsky

Hall School of Journalism and Communication

103 Wallace Hall

Troy, Alabama 36082

Telephone: (334) 670-3289

Fax: (334) 670-3707

E-MAIL: Check the class syllabus for the faculty supervisor's e-mail address

CLASS WWW PAGE: <http://jschool.troy.edu/~jrn4489>

### **SECTION IV -- Information about the internship**

This internship is designed to provide the intern professional and practical experience in the furtherance of his/her college education. The objectives and experience during the internship period shall include (but are not limited to) the following (please list). (Please attach a separate sheet of paper if necessary.)

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It is understood that the Internship Program is a part of the curriculum of the Hall School of Journalism and Communication at Troy University. A description of the internship including instructions for obtaining and completing the internship is available from the Department's office.

The INTERN agrees to submit to his/her faculty supervisor a minimum of four reports during the term. (The exact number and frequency of reports will be determined by the faculty supervisor.) The final report shall include a comprehensive written report on his/her internship. An outline for the final report is contained on the class Web page. The student is also responsible for any other report content deemed necessary by the faculty supervisor.

The AGENCY (employer) must be in full compliance with federal laws requiring nondiscrimination in respect to employment and personnel policies in hiring and treatment of females and members of minority groups. The AGENCY will provide a safe working environment for the INTERN.

The INTERN must register and pay tuition for 6 semester credit hours of JRN 4489 and JRN 4490 (Internship) for the term of the internship.

The INTERN will work a minimum of \_\_\_\_\_ hours per week at the AGENCY for this internship. (Check the course Web page for the minimum hours requirement for this academic term.)

The INTERN will work a minimum of \_\_\_\_ weeks during the semesters at the AGENCY for this internship. (Check the course Web page for the minimum weeks requirement for this academic term.)

The INTERN agrees to perform in a professional manner during the internship and to follow the established internship policies of Troy University's Hall School of Journalism and Communication.

The INTERN agrees during the time of the internship to maintain a viable e-mail account, sign up for the class majordomo list and to frequently check for both e-mail messages and for information posted on the class Web page.

The on-the-job supervisor named on page one of this form will be assigned responsibility for the INTERN.

The INTERN will start this internship on: \_\_\_\_\_.  
(date)

The internship terminates on: \_\_\_\_\_. (These dates are found on the class syllabus.)  
(date)

The INTERN agrees to provide the FACULTY supervisor timely written reports as stipulated on the class Web page. (<http://jschool.troyst.edu/~jrn4489>)

The INTERN will provide the on-the-job supervisor with an evaluation form approximately one week before it must be submitted to the School. A copy of this form may be found on the Class Web page.

The on-the-job supervisor's evaluation shall be forwarded to the faculty supervisor no later than: \_\_\_\_\_ (dead day according to the University calendar). It is the INTERN's responsibility to coordinate this evaluation and to see that it is sent to the FACULTY supervisor within the required time frame.

This Internship Agreement, signed by the student, the faculty supervisor, and the on-the-job supervisor, is due in the Hall School of Journalism and Communication's office prior to the start of the internship semester.



The Final Report and evaluation by the on-the-job supervisor are due to the faculty supervisor no later than the date given on the course syllabus. (This date should be the semester's dead-day.) Reports turned in later will result in an unsatisfactory grade. It is the INTERN's responsibility to follow up on the reports and evaluations.

This form must be completed, turned in and approved by the FACULTY supervisor before the INTERN starts this internship course/program.

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Intern's Signature

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Date

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On-the-job Supervisor's Signature

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Date

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Faculty Supervisor's Signature

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Date

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Director, Hall School of Journalism and  
Communication

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Date

You need to make 3 copies of this agreement. Give one copy to your faculty supervisor; give one copy to your on-the-job supervisor; you keep one copy. Return the original to the main office of the Hall School of Journalism and Communication (103 Wallace Hall) prior to registering for JRN4489 and/or JRN 4490.