

School of Journalism and Mass Communications

One Washington Square • San José, California 95192-0055 • (408) 924-3240



INTERNSHIP POLICY AND PROCEDURES

Mcom 111 COURSE - GRADUATION REQUIREMENT

**I HAVE READ, UNDERSTOOD AND WILL ABIDE BY
THE POLICIES AND PROCEDURES REQUIRED OF MCOM 111,
AS STATED IN THIS INFORMATIONAL PACKET.**

Printed Name	Signature	Date
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Please Contact the School of Journalism and Mass Communications with any questions.

The Rules:

1. Do Not start working before your paperwork has been completed and approved.
2. To get your internship approved, prepare an application as explained here, and submitted to the JMC office.
3. Wait to be contacted via email.
4. If your internship is approved you will be given an add code for MCOM 111 for the current semester as soon as they become available.
5. If your internship is not approved, we will notify you via email.
6. Your internship MUST BE started during the semester in which you register for MCOM 111. For example, you cannot complete your internship in the Summer and enroll in MCOM 111 in the Fall.

Notes:

1. MCOM 111 is now THREE units. (It was four, previously.)
2. **The School of Journalism & Mass Communications does not allow late adds under any circumstances.** If you are dropped from MCOM 111 for any reason you will have to enroll in the next semester's section.
3. The dates that you actually work at your internship will not necessarily (and not likely) coincide with the first and last dates of the semester's schedule for regular classes. Don't worry about that.

What to do before you look for an internship

1. Meet with your faculty advisor or professors in your major to discuss your career goals and the type of internship that will be most valuable in helping you achieve your career goals.
2. Read the School of Journalism & Mass Communications Internship Policies.
3. Make sure you have met the prerequisites.

How to find an internship

Finding a job is a job in itself—and an internship is a job. If you plan to do a summer internship, the time to start looking for it is during the fall semester. The deadline for applications for summer internships at the *San Francisco Chronicle*, for example is October 31 of the previous year. Where do you start? Here are some suggestions:

1. Bookmark the JMC website <http://jmc.sjsu.edu> and check it frequently for internship opportunities. (Even better, subscribe to the RSS feed so that new postings are sent to you via email.)
 2. Check the binders in the JMC office. Look through the papers to see what companies have recruited SJSU interns in the past. Contact them.
 3. Visit the SJSU Career Center to take advantage of its job-hunting advice, resume workshops and job boards.
 4. Bookmark, and keep your eye on, the internships section of major companies' website—like Apple, Google, Yahoo! and Cisco.
 5. Make a list of companies you'd like to work for, and then research their websites for contact information. Contact them and ask if they offer internships. Remember, your internship can be anywhere in the country—of anywhere in the world!
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What to do once you have found your internship

Apply: To apply for academic credit for your internship (i.e. MCOM 111), prepare your internship application documentation as explained here and submit it to the main office (DBH 105.)

Wait: When your paperwork has been approved by the faculty supervisor, you will be contacted and given the permission code to register for your internship.

Register: You must register for your internship under MCOM 111. Registration is through the use of a permission code, which will be assigned to you by the JMC office when your internship is approved.

What to do once your internship begins

Reports: You must submit **25-hour "Weekly" reports** describing the progress of your internship **after each 25-hour period worked**. You must use the Internship Weekly Report Form to submit your reports. If you are working in a remote location and do not have Internet access, please contact the faculty supervisor to make arrangements for submitting your reports.

Progress Meetings: We recommend that you and your employer supervisor establish regular weekly meetings for the purpose of discussing your performance during the internship.

Faculty Supervision: The faculty supervisor is always available to you. You should feel free to contact him or her if you have any questions or concerns about your internship as it progresses. The faculty supervisor will read your reports and comment on them or email you with comments of questions. The faculty supervisor may call and/or visit your place of employment to discuss your progress with your employer.

What to do after your internship is finished

Complete the Student Questionnaire: This is your evaluation of your internship. You must use the Student Internship Questionnaire in order to submit it.

Letter from your place of internship: At the end of your internship, your employer supervisor must write a formal letter, on letterhead to the school, stating that you have satisfactorily completed **150 hours** of internship under his or her supervision. Academic credit for the internship will not be given until this letter is received.

Grade: The grade for MCOM 111 is Credit (CR) or No Credit (NC) or Incomplete (I). Your grade will be submitted once all your final paperwork has been received.



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How to Apply for an MCOM 111 Internship

Download the [Internship Agreement](#) here. It is a World Document. Save it to your computer, **fill it out on your computer** (not in ink!), then print it (make sure it prints on one page), sign it, and get your employer to sign it.

Return the signed form with the supporting paperwork (see below) to the JMC office.

Supporting Paperwork:

1. A current transcript, showing that you have completed the prerequisite courses for the type of internship you wish to do. Unofficial transcripts printed from MySJSU are acceptable.
2. A letter from the prospective internship employer. See important notes, below.

Important Notes:

1. The letter must be on company letterhead, and must be signed by someone of authority at the organization.
2. The letter must include a history/description of the organization, so as to establish its credibility as an employer of interns in advertising, public relations, or journalism.
3. The letter must describe the organization's internship program if they have one, and should specifically mention whether they have had interns from SJSU or other schools in the past.
4. The letter must include a detailed description of the internship including location of work, expected tasks, and the name of the supervising manager.
5. The letter must state whether the student will be paid a salary, hourly wage, or stipend. Please note that, barring certain exemptions (for example, media companies that have a history of hiring SJSU interns; non-profit organizations; certain small newspapers), we require internship jobs to be paid. Companies that have no previous history with our School and simply do not want to pay their interns may not be accepted as intern employers.

MAKE SURE YOUR PAPERWORK IS FILLED OUT PROPERLY AND IS COMPLETE! INCOMPLETE PAPERWORK WILL RESULT IN A DELAY IN YOUR INTERNSHIP BEING APPROVED.



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Prerequisites for doing an internship

Before doing an internship you must have completed or the prerequisite courses for the type of internship you are doing. Refer to the table below.

Attach a copy of your most recent transcript to the Internship Agreement. An unofficial transcript is fine. Just print it from MySJSU.

You must have a minimum 2.0 average in your JMC courses to be eligible for an internship.

Type of Internship	Prerequisites
Advertising	Adv 91 + 2 other Adv courses
Magazine	Jour 132C
Photojournalism	Jour 142
Public Relations	PR 99 + PR 190 or PR 191 + 1 other JMC course
Reporting/Editing	Jour 61 + Jour 132
Television	Jour 132B + Jour 164 + 1 other Jour or MCOM course
Radio	Jour 132B + Jour 163 + 1 other Jour or MCOM course



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Internship Policies

1. The internship must be 150 hours, and must be completed in a maximum of 12 weeks.
2. Paid internships are strongly recommended and encouraged. Salary is negotiated between the student and the company. Please note that students pay approximately \$2000 tuition for their internship.
3. Students may not begin an internship before completing the Internship Agreement and supplying all the required documentations to the JMC office.
4. Upon approval of their internship application, students must enroll in MCOM 111 before the last add of the semester in which they propose to do the internship. Students will *not* be permitted to register in a subsequent semester for retroactive credit nor to petition for a waiver of the course.
5. All work must be done with an approved organization. Companies must apply for internship consideration on company letterhead and must state business objectives and qualifications of persons proposed to supervise the intern.
6. An internship may be served only from the site of a licensed business operating from a building in an area zoned for business/commercial purposes.
7. Students may not do an internship in a company owned by a parent or relative.
8. Students may not do an internship in their place of present employment unless they are (1) formally transferred to another department which is separate from the department in which they are employed; (2) the department is under the direction of a different supervisor; and (3) the internship is directed by a person who is a professional in their field of study.
9. Students may not interrupt an internship except in the case of emergency. Any interruption must be approved by both the employer supervisor and the faculty supervisor.
10. Internships must be completed within the calendar dates allocated to the learning period as published in the schedule of classes.
11. The internship *must* be completed before the last semester of the senior year.