**INTERNSHIP CHECKLIST**

1. Pick up WSU Internship Application in the Mass Communication office.
2. Meet with faculty advisor or Internship Coordinator to discuss possible internship sites, internship requirements and registration deadlines.
3. Complete arrangements with the internship site. This process is similar to applying for and securing a job.
4. Complete all forms required by the Mass Communication Department and the university. Secure the Internship Coordinator’s approval of the draft of the internship contract BEFORE submitting the forms to the Internship Coordinator.
   - **Department Internship Contract**
     1. Description of the internship duties is to be completed by the intern and on-site supervisor.
     2. Description of either the creative or research project is to be completed by intern; intern should consult with faculty advisor regarding the creative or research project proposal before visiting with the Internship Coordinator.
   - **WSU Internship Application Form**
     Fee reduction application if site is more than 50 miles away from Winona (www.winona.edu/billing).
5. Register at the appropriate time,
6. Submit appropriate documentation as outlined in the Internship Contract.
7. Arrange an end-of-internship interview with the on-site supervisor and the Internship Coordinator. Provide the on-site supervisor with Mass Communication Internship Evaluation Form and ask the on-site supervisor to return it to the Internship Coordinator.

An internship that extends beyond the end of the academic term in which the credit was registered will automatically be given an “In Progress” grade until all required work has been completed. There is a one-year deadline for the completion of internship work.
PURPOSE OF THE INTERNSHIP EXPERIENCE

Mass Communication majors may elect to earn academic credit for practical, on-the-job experiences in a professional setting. Can be used only as elective credits in the Public Relations option or can count as general elective credits.

Mass Communication Department interns are expected to be directly involved in the crafting, production or dissemination of media messages. It is an opportunity to apply theoretical concepts learned in the classroom to practical challenges encountered in a professional setting under the direction of an on-site supervisor and the department’s Internship Coordinator. The internship experience enhances skills, develops professional contacts and relationships and provides new perspectives on the profession. It increases your understanding of what it takes to succeed in the work environment.

An internship is also an opportunity for academic growth. The internship is placed in an academic perspective through a creative or research project that grows from the work experience.

This handbook is intended to guide you through the process of obtaining and completing an internship for academic credit.

SECURING AN INTERNSHIP SITE

The intern is expected to find and arrange an internship site. The site is required to be off-campus. Suggestions for possible sites or procedures for locating sites are available from the department’s Internship Coordinator or from faculty advisors. Lists of companies that have used WSU interns in the past also are available for review. Remember, it is your responsibility to locate and arrange the internship. The process of finding an internship is similar to the search for a job.

INTERNSHIP ELIGIBILITY REQUIREMENTS

Internship eligibility is verified by the Internship Coordinator. Have documentation of fulfilled requirements available. Before an internship is approved, the following minimum requirements must be met:

- Achieve junior class standing (60 semester hours)
- Have an cumulative WSU grade point average of 2.5 or higher at the time of registration for an internship
- Complete 21 semester hours of Mass Communication courses (including transfer credits)
- Complete the following course prerequisites:
  - 100 Mass Media and Society
  - 232 News Writing
  - 9 semester hours of Mass Communication courses numbered 300 or above

FORMULA FOR CALCULATING INTERNSHIP CLOCK HOURS

Three (3) semester hours are earned during an internship. One semester hour credit is awarded for every 40 clock hours spent on the job.

INTERNSHIPS HAVE EARLY APPLICATION DEADLINES.

ADVANCE PLANNING IS ESSENTIAL

INTERNSHIP ACADEMIC REQUIREMENTS

The academic requirements for the successful completion of a Mass Communication Department internship include the following:

1. On-site hours
   The internship must consist of a minimum of 120 hours on-site, with a minimum of eight (8) hours per week involved in the on-site experience.

2. Internship Journal
   The intern is expected to submit a typed journal detailing the experience and the lessons learned during the internship. The journal will be submitted during the semester and at the end of the semester to the Internship Coordinator. Variations may be agreed upon between the Internship Coordinator and the intern.

3. Work Samples
   Samples of work completed by the intern or to which an intern made a contribution during the internship should be submitted to the Internship Coordinator along with the journal. If, for some reason, this is not possible, it should be discussed with the Internship Coordinator.

4. A Creative or Research project
   A creative or research project that grows from the internship experience, but is not a direct part of the internship work, is expected to be submitted at the end of the internship. For example, the project could be a photo essay, an ad campaign or a formal research project on some aspect of mass communication that relates to the internship.

5. Reflection Statement
   A written reflection of the experience is required.

NOTE: All Mass Communication Internships are taken for Pass/No Credit and can be taken only once Be sure to comply with appropriate registration deadlines!!

CHECK PUBLISHED CALENDAR