

INTERNSHIP

JEM 498 (3)

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Description:

Work experience in reporting, writing, editing, production, sales, promotions, or management in non-university professional setting that includes media and non-media organizations that require such skills. Students must perform media-related duties under on-site supervision .

Objectives:

1) Gives students “real world” experience in meeting the professional standards demanded by the media or in serving the needs of a client, and 2) Provides students with practical experience needed for finding a job.

Prerequisites:

Senior standing (90 hours), completion of at least 18 hours of Journalism & Electronic Media courses, GPA 3.0 or higher and consent of academic advisor and internship coordinator. If you do not meet the prerequisites, you MUST fill out the “Internship/Practicum Justification” form and attach it to your application.

Requirements:

- 1) All internships must be approved before starting work.
- 2) Only journalism and electronic media majors may earn credit in JEM 498.
- 3) Three Credit Hours: Full time work – between 30-40 hours per week (300-400.) **Minimum Hours are an Absolute Cutoff For Any Passing Grade and an “Incomplete.”**

Before Starting Your Internship:

Applying for an Internship is a two-step process

- a) Application for Internship:** Students must fill out the “Internship Application” form available in the JEM office. Once you are approved, you will be eligible to register for Internship credit (JEM 498.) You must register for JEM 498 before the last day to add a class (Please check UT calendar for date.) It is your responsibility to meet this deadline – reminders will not be sent.
- b) Internship Approval:** Once you have identified an internship opportunity (see the internship notebook in the JEM office for leads) fill out the “Internship Agreement” form. This form confirms your duties, starting/ending dates, etc., and approves you to begin your internship. Do not start working until you are approved. This form must be signed by your internship field supervisor and turned into the JEM office within 14 days of the first day of classes.

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Completing Your Internship:

Internship Portfolio: You are required to turn in an “Internship Portfolio” on the last day of classes. For those working away from Knoxville, please complete your portfolio in time to send by mail.) The portfolio should contain the following elements:

- A) Cover Sheet:** Includes course number and name, your name, name of company, supervisor name, starting and ending date of internship, semester registered for credit.
- B) Report:** A minimum of four pages (maximum of six pages) double spaced, 12-pt. font describing 1) your job assignment, 2) what you learned, 3) your likes and dislikes. The report will be used to evaluate your experience and employer for the benefit of future students. Please be frank. You will not be graded on your opinions. The report must be well-written and free of typos. Poorly written reports will be reflected in your course grade.
- C) Resume:** A one-page resume (a second page may include references only) that includes your internship experience. Your resume should have a neat and professional appearance and should be error-free. It should include at least three references, such as professors, work supervisors or family friends. Identify your references by position, relationship, address and other contact information. Please get permission from those you list as references.
- D) Time Sheet:** Please fill out the attached time sheet. No other form of time sheet will be accepted. Your supervisor must initial your time worked each week and must sign at the bottom confirming total hours worked. The form must be filled out neatly and legibly and TOTAL hours must be calculated.
- E) Performance Evaluation Letter:** Please ask your supervisor to write a performance evaluation letter. Include the letter as part of your portfolio.
- F) Samples of Your Work:** This can include audio, video, and print examples.

It is strongly suggested that you keep a journal of your internship to refresh your memory when writing your report. **DO NOT TURN IN YOUR JOURNAL.**

Grades: Letter grades/No Credit/Incomplete. Your grade is based on your supervisor’s written evaluation of your overall performance, reliability, work habits and attitudes, and on the internship instructor’s evaluation the type of work you performed and on your final report. A “No Credit” grade will be given to students who fail to turn in their portfolio.