

# Journalism Internship: Guidelines, Requirements, and Checklist

NorthWest Arkansas Community College  
Journalism—Division of Communications & Art  
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## **JOUR 2163—Journalism Internship catalog description:**

The journalism internship allows students to gain on-the-job training and experience in a media-related workplace or environment approved by the internship instructor. Developed as a “contract” agreement between the student and a “host,” the internship offers practical experience supporting upper-division college studies or career entry. Students must complete a minimum of 90 hours supervised work by arrangement. This course fits into the generally accepted journalism sequence and should transfer to most colleges as a required course for a journalism or communications degree or as an elective.

The final grade will be determined by the internship instructor.

## **Guidelines:**

- Student will locate a suitable host or employer who will provide a viable and substantial work experience in the journalism or related medium of student’s interest.
- This course is primarily self-directed in accordance with the arrangements between student and host.
- In general, an intern’s host or employer will assist and encourage the intern in the following areas:
  - Using Associated Press style correctly in writings or broadcasts.
  - Producing acceptable work using a computer, computer software, equipment, or other devices appropriate and required for assignments within the medium.
  - Developing effective oral and written communication skills.
  - Employing a variety of sources to locate, evaluate, and use information.
  - Developing ability to recognize media bias, effectiveness, and impact.
- Student may request aid from internship instructor in preparing resume and developing interview skills for seeking an internship and in preparing the end-of-the internship paper and work portfolio.
- The supervisor of the intern at the host or employer site will evaluate the student on the characteristics listed on the Journalism Internship Evaluation Form. Student interns should study these characteristics and keep them in mind while fulfilling the work assigned.

## **Requirements (this might serve as a helpful checklist of completed steps):**

- Student has completed JOUR 1023 and JOUR 1053 with a “C” or better. Student may not take these courses at the same time as the internship course.
- Journalism Internship Instructor approves proposed host/employer before student moves forward with the application process.
- Journalism Internship Application Form is submitted as soon as possible after registration opens for the upcoming semester but by no later than two weeks before the first class day of the semester in which the internship will take place.
- Journalism Internship Supervisor Confirmation Form is submitted before or on the first class meeting day of the semester within which the internship takes place.
- The student keeps a weekly diary or journal of dates worked, hours worked, types or categories of work done, and reflective notes. This diary or journal will be readily available for the journalism internship instructor to examine upon request.
- The student keeps a file of any completed work as a part of the internship, if applicable.
- The student writes a reflection about his or her experience in the form of a letter to the journalism internship instructor (and to the host/employer supervisor/evaluator, if desired) that 1.) describes the skills gained and things learned, both about the job and about him- or herself; 2.) describes and explains successful and weak areas of his/her work; and 3.) names a grade earned for the course.
- Journalism Internship Evaluation Form from the employer/host supervisor is received before or on the last class day of the semester of the internship.
- The work diary/journal and file, and the reflection letter are submitted before or on the last scheduled class day of the semester of the internship.

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