Journalism Internship:
Guidelines, Requirements, and Checklist

NorthWest Arkansas Community College
Journalism—Division of Communications & Art
One College Drive
Bentonville AR 72712

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.

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 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 internship supervisor 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 when completing work for his or her host or employer.

Requirements (use this as a 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.
- Instructor has approved 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 Confirmation Form is submitted by the employer/host before or on the first class meeting day of the semester within which the internship takes place.
- The student keeps a weekly diary or record of dates worked, hours worked, and types or categories of work done. This diary or record will be readily available for the journalism internship instructor to examine upon request.
- The student keeps a file of work completed and accomplished as a part of the internship.
- 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 describes his or her impressions and over-all feelings about the internship, describes and explains successful and weak areas of work, and explains the grade he or she believes he or she has earned.
- Journalism Internship Evaluation Form from the employer/host is received before or on the last class day of the semester within which the internship takes place.
- The diary, work file, and reflection are submitted before or on the last scheduled class day of the semester within which the internship takes place.

Contact Denise Nemec, Journalism Instructor, at the mailing address above; dnemec@nwacc.edu; 479/619-4301 (work); 479/445-9614 (cell/text); 479/619-2285 (fax--Communications & Art Div.).

Journalism Internship Application Form—JOUR 2163

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Application may be submitted after registration opens for the upcoming semester, but is due no later than two weeks before the first class day. Internship may be taken during a summer session as long as all requirements are met and information is submitted in a timely manner. Return original application to Denise Nemec in Burns Hall 1120. If she is not in her office, place it in her wall file beside her office door, or turn it in to Linda Long, C&A Administrative Assistant, in BH 1006. If submitting for a summer session, contact Denise Nemec at 479/445-9614 to notify her of your intent and materials submission. Proof of earning a "C" or better in JOUR 1023—Introduction to Mass Communication and in JOUR 1053—Fundamentals of Communication (or equivalent courses) is required via a letter from instructor or copy of transcript(s). If internship is approved, an override for JOUR 2163 will be submitted for you; you will be notified by email when you may enroll for the class. See the course explanation, guidelines, requirements and checklist to make sure all actions are complete and forms submitted.

Name _____NWACC Student ID#_____Date_____

Address _____City_____State_____Zip_____

Home phone _____Cell phone _____Work phone_____

NWACC email address _____Personal email _____

Intended major _____

Overall grade point average_____ Journalism courses GPA_____

Medium of internship (newspaper, magazine, online magazine, radio, television, public relations, advertising, etc.)_____

Internship Employer/Host_____

Internship Supervisor & Title_____
(attach his or her business card)

Supervisor's work phone_____ Cell phone_____

Supervisor's email_____Website address_____

Host Address_____City_____State____Zip_____

Hours you have agreed with Internship Supervisor to work (include days and times; six hours per week for 15 weeks is average, but other configurations are acceptable as long as 90 hours total are worked):

Please answer these questions on the back of this form:

1. What led you to this internship employer or host?
2. What specific experience do you hope to gain during your internship?
3. What types of work has your internship host agreed to give you in order to gain this experience?
4. Have you any professional or practical media experience? If so, where and when?

Denise Nemec contact: dnemec@nwacc.edu; 479/619-4301 (work); 479/445-9614 (cell/text); 479/619-2285 (fax—Communications & Art Div.).

Journalism Internship Confirmation Form

Due before or by the first class meeting day of the semester in which the internship takes place.

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Name of student intern _____

Your name (supervising authority) _____

Your position _____

Employer/Host _____

Address _____

City/State/Zip _____

Phone (work and cell) _____

Email _____

Intern's job title _____

Intern's job description:

Employer/Host: I confirm that the above named student intern will gain work experience and training in one of the forms of mass media in completion of the requirements of JOUR 2163—Journalism Internship. I understand the student must work a minimum of 90 hours within the semester of the internship agreement, and I agree to provide to the Northwest Arkansas Community College Journalism Program confirmation of the number of hours the student worked. I understand that I will be responsible for assigning, teaching about, training for, monitoring and evaluating work completed by the student during the internship. I further understand that the intern is a student at NWACC and is bound by its codes of honesty, conduct, and ethics as well as by the Code of Ethics of the Society of Professional Journalists. The last day of the internship will coincide with the last day of classes at NWACC for the semester in which the internship takes place, and on or before that date, I understand that I must submit an evaluation of the student on the provided form. However, I understand and agree that the grade assigned to the intern is solely the responsibility of the Journalism Internship instructor.

My signature indicates my understanding of—and agreement with—the above information.

Signature of Employer/Host Supervisor _____

Date _____

Submit original form to Denise Nemec, Journalism Instructor, at the address above. Contact: dnemec@nwacc.edu; 479/619-4301 (work); 479/445-9614 (cell); 479/619-2285 (fax—Communications & Art Div.). Denise Nemec's office is in Burns Hall, room 1120.

Journalism Internship Evaluation Form

Due before or by the last regular class day of the semester in which the internship takes place.

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Name of student intern _____

Evaluator _____

Evaluator position _____

Employer/Host _____

Address _____

City/State/Zip _____

Phone/email_____

On a scale of 1-5, please evaluate your intern on the characteristics below, where 1 is poor and 5 is superior. If you don't know about a certain characteristic, please enter X.

_____ Prompt

_____ Resourceful

_____ Mature

_____ Displays interest in the job/task/work

_____ Applies learning

_____ Works well with others

_____ Works independently

_____ Completes work by deadline

_____ Contributes to the organization

_____ Understands procedures/protocol

_____ Accepts criticism

_____ Asks instead of assumes

In your opinion, will this student succeed in this profession?

What do you consider the intern's most significant strength? His or her best work during internship?

How could the intern improve his/her performance?

If your organization had an opening for a person with the background, qualities, and characteristics of this intern, would you hire him or her? Briefly, why or why not?

What grade do you think this intern should receive? A B C D F

Would you be interested in having another intern in the future? _____

_____ _____
Evaluator's Signature Date

Return original form to Denise Nemec, Journalism Instructor, at the mailing address above; by fax at 479/619-2285 (Communications & Art Div.); or by hand to Denise Nemec's office is in Burns Hall, room 1120. Contact: dnemec@nwacc.edu; 479/619-4301 (work); 479/445-9614 (cell/text).