

DEPARTMENT OF MASS COMMUNICATION

Check sheet for all Mass Communication interns

All mass communication and integrated marketing communication students:

- You must be approved by the department to seek an internship for credit **before** you obtain the internship. If you are thinking about an internship but are not sure, submit an application anyway. It is OK not to have one in hand ahead of time. Your approved application will stand as approval for an internship for credit for a period of one year.
- If your application is not approved, it is OK to get an internship, you will just not be able to receive credit. If you start an internship before the application process, you will not be able to receive credit
- Internship Credit is determined by the number of hours worked at the internship: One (1) credit hours = 135 hour minimum. Two (2) credit hours = 200 hours worked; Three (3) credit hours = 300 hours worked. It is most important that you log and verify the hours worked.

Once you have been offered an internship:

1. It must be cleared by your faculty internship supervisor first (who may not be the same as your academic advisor). This can be done by an email or phone call.
2. You must turn in a completed, signed contract with your signature, your company supervisor's signature and your duties within the first week of work. Faxing contract to Donna Coker from your internship is acceptable. We will take it from there, securing all of the necessary signatures and then registering you for the internship. Once this process is completed, you and your work supervisor will both receive copies of the completed signed contract.
3. You will be responsible for weekly emails to your faculty supervisor. Refer to the internship packet for an example of what is expected. Be sure and keep copies of these reports for attaching to your final paper.
4. You will be required to turn in a 10 page report following internship guidelines. Internship reports may be returned to you if inadequate: *e.g.*, length, grammar, spelling, content. You will be required to re-write.

Expectations:

Treat this internship as if it is your full time job. You are representing Winthrop University and this department.

This is your opportunity to network and create life long connections and well as obtain experience in your chosen field.

If you have issues with your internship i.e. harassment, inappropriate behavior or lack of diversity in experience, let your faculty supervisor know right away.

- Show up to work on time.
- Dress appropriately. Follow the model of your office.

Faculty Internship Supervisors:

- IMC: Dr. William Click, Dr. Marilyn Sarow
- Journalism: Dr. Larry Timbs, Dr. Guy Reel
- Broadcast: Mr.. Haney Howell, Mr. Mark Nortz