

DEPARTMENT OF MASS COMMUNICATION

Internship Check sheet

All MCOM, IMCO and DIFD Mass Media Track students must be approved by the department to earn credit for an internship in our department before you obtain the internship. If you are thinking about an internship, but are not sure, submit an application anyway. It is okay not to have found your internship placement yet.

Your approved application will stand as approval for an internship for credit for a period of one year. If your application is not approved, you can still intern, but you will not be able to earn MCOM credit.

If you start an internship before your Internship Application and Internship Agreement are approved, you may not be able to receive credit.

Internship Credit Hours

Internship Credit is determined by the number of hours worked at the internship:

One (1) credit hours = 135 hours worked

Two (2) credit hours = 200 hours worked

Three (3) credit hours = 300 hours worked

Once you have been offered an internship:

1. The internship must be approved by the department Internship Coordinator. There are binders in the MCOM office of many pre-approved internship placements with contact information in different areas of the country and various industries. If a placement is not on our pre-approved list, then the placement must complete and sign two forms (on the MCOM website) and return the forms to the Internship Coordinator for the internship to be approved.

2. After you have been notified that your Internship Application has been approved, you can look for an internship.

3. After you find an internship, you must turn in or email, to the to the Internship Coordinator a completed Internship Agreement with your signature, your company supervisor's signature, the dates of your internship, your duties and your personal learning objectives

4. After the Internship Agreement has been approved and signed by the department, we will register you for the internship class and you will be able access all the internship forms and information on Blackboard.

5. Once this process is completed, you and your work supervisor will receive copies of the completed signed contract.

6. You will be responsible for emailing Weekly Reports to your faculty supervisor. Refer to the internship packet for an example of what is expected. Be sure and keep copies of these reports to use while writing 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. This report will be kept on file in the MCOM office and will be accessible to any student seeking an internship.

Expectations: Treat this internship as if it is your full time job. Show up to work on time. Dress appropriately. Be cooperative and inclusive. You are representing Winthrop University and the Department of Mass Communication. This is your opportunity to network and create lifelong 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.