POLICIES AND PROCEDURES – MASS 498 – INTERNSHIP

The purpose of MASS 498 (Internship) is to let students expand their mass communications skills and knowledge in a professional setting.

Every student must register for at least one (1) semester credit and serve at least 120 clock hours of internship work before graduating.

Students may do internships in any semester and in summer. Credit will not be granted retroactively – students must get permission from the mass comm. chair before registering for the internship or doing the work. Students MUST REGISTER for MASS 498 via web registration, just as they do for other courses.

To be eligible for an internship, a student must have completed these courses:

**JOURNALISM OPTION:** MASS 110, 221, 312, 322, 341, 351

**PUBLIC RELATIONS OPTION:** MASS 110, 221, 312, 360, 433, 434

**MEDIA STUDIES OPTION:** MASS 110, 221, 312, 341 or 360, and one of the following: MASS 322, 334, 431, 436

The student should discuss internship plans with the chair several weeks before the internship actually is to begin. The student will complete a contract for the internship after consulting with the chair and the professional supervisor. (See attached sheet). The student and supervisor must sign the contract before returning it to the chair for final approval and permission to enroll.

**IMPORTANT INFORMATION – Please read this carefully:**

- **Student essay:** Students must give the chair a typed report on their program and internship experiences no later than the middle of finals week. The report must include a portfolio of work performed. Please keep this instruction sheet as a reminder that you must submit a written report.

- **Supervisor evaluation:** The mass comm administrative assistant will mail an evaluation form to the supervisor prior to the end of the student’s internship. The supervisor should complete the evaluation and return it to the chair as soon as possible. (A letter may be used if the supervisor prefers.)

Internship work will be graded P/NC only. Letter grading is not an option. Assignment of a grade rests entirely with the chair, based on the supervisor’s evaluation and the student’s written report.

**WITHOUT THE EVALUATION AND WRITTEN ESSAY, THE CHAIR CANNOT GIVE THE STUDENT A GRADE FOR THE INTERNSHIP.**