

**DEPARTMENT OF MASS MEDIA**  
**Minnesota State University**  
**136 Nelson Hall**  
**Mankato, MN 56001**  
**Phone: 507-389-6417(V) Fax: 507-389-5525(V)**  
**800-627-3529 (MRS/TTY)**  
**E-mail: [mass-communications@mnsu.edu](mailto:mass-communications@mnsu.edu)**

### **POLICIES AND PROCEDURES – MASS 498 –INTERNSHIP**

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

Every student must register for four (4) semester credits and serve at least 120 clock hours of internship work before graduating.

The student may intern in any semester and in summer. Credit will not be granted retroactively – the student must get permission from the department 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:**

**MASS 221, 312, 411 plus two additional 300/400-level MASS courses, one of which must be 325, 330, 334, 431, 434 or 436**

The student should discuss internship plans with the chair several weeks before the internship 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 register.

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

- **Student essay:** The student must submit to the chair a two- to three-page, double-spaced, typed report detailing the internship experience. **The deadline for this report is the middle of finals week in which you have enrolled for the internship.** A portfolio of work performed is optional.
- **Supervisor evaluation:** The department administrative assistant will mail an evaluation form to the supervisor prior to the end of the student's internship. The supervisor is to complete the evaluation form and return it to the department chair as soon as possible.
- 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.**

**DEPARTMENT OF MASS MEDIA**  
**Minnesota State University, 136 Nelson Hall**  
**Mankato, MN 56001**

**Phone: 507-389-6417 Fax: 507-389-5525**

**CONTRACT FOR INTERNSHIP – MASS 498**

This form must be completed and returned to the department chair before a student will be allowed to register for an internship.

**Student name** \_\_\_\_\_ **Address** \_\_\_\_\_

**Student local phone #** \_\_\_\_\_ **Tech. I.D. #** \_\_\_\_\_

**Semester** \_\_\_\_\_ **Year** \_\_\_\_\_ **Start & end dates** \_\_\_\_\_

**Supervisor name\*** \_\_\_\_\_ **Supervisor phone # (\_\_\_\_)** \_\_\_\_\_

**Supervisor's e-mail** \_\_\_\_\_

\* "Supervisor" is the person guiding you at the internship site, not the mass media chair.

**Location of internship** (Organization's name and specific address)

Organization: \_\_\_\_\_

Street and/or P.O. Box \_\_\_\_\_

City/State/ZIP code \_\_\_\_\_

**Duties of the internship** (kind of work student will do for evaluation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed, approved and signed by:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**STUDENTS: PLEASE READ AND INITIAL BELOW!**

I, the student intern, have read the internship policies and procedures that accompanied this contract. I understand and agree that I must turn in a typed report detailing the internship experience. The deadline for this report is the middle of finals week in the term in which you have enrolled for the internship. If I cannot complete the project by that deadline, I will seek, in writing, an "In Progress" or "Incomplete" grade from the department chair no later than the middle of finals week. I understand that failure to submit the project or a written request for alternate arrangements may affect my grade for the internship.

Initials of Student \_\_\_\_\_ Date \_\_\_\_\_