Internship Requirements

Satisfy the Graduation Requirements (all majors must satisfy this requirement to graduate)

Students can fulfill the graduation requirement for an internship if they meet the following criteria:

1. Have successfully passed the school’s entrance exam
2. Have completed one academic year of study in the School of Journalism and Communications
3. Have earned a 2.5 cumulative GPA or better
4. Have secured a journalism or communication-focused internship, which means a majority of the duties a student will be required to perform MUST involve working with and around the media.

Receive Course Credit for an Internship and Fulfill the Graduation Requirement

Students may opt to enroll in JAC 465 – Journalism and Communications Internship – and they will receive three hours of course credit. By enrolling in JAC 465, students will satisfy the 3-hour JAC elective requirement.

1. If you have already taken other 3-hour JAC electives, DO NOT enroll in JAC 465. This class is not necessary to graduate.
2. Students can enroll in JAC 465 ONLY if they meet the following criteria:
   a. Have earned a 2.7 or better cumulative GPA
   b. Have approval from the internship coordinator to enroll in JAC 465 for the semester in which they will complete the internship
   c. Have completed their junior year (Exceptions subject to internship coordinator’s approval.)

Once you have enrolled in JAC 465, you MUST:

1. File an application with the Career Center, 113 Wigwam Building (failure to do so could result in the student not receiving three hours of course credit).
2. You must have the internship contract signed by the internship coordinator.
3. Pre-register for JAC 465 and pay the tuition fees, including all traffic tickets, library fees, etc., by the university deadline.

Reminder:

1. If you enroll in JAC 465 for the summer term, you MUST pay your tuition bill before you leave campus in the spring. You will not receive a bill in the mail.
2. All paperwork is due to the internship coordinator and the Career Center on the last day of classes of the term in which credit is given.

Internship Requirements:

All students who participate in an internship experience, either to satisfy the graduation requirement and/or to earn course credit, must complete the following requirements:
1. Complete the internship contract available on the Blackboard website under Scripps Howard School IQ or https://courses.hamptonu.edu.
2. To receive credit, all internships must have prior approval. No retroactive credit is available for internships in progress or completed.
3. Write two to three paragraphs detailing your responsibilities and duties at the internship.
4. Detail the dates and hours you plan to work at the internship.
   a. You must work a minimum of 150 hours during the internship.
   b. Your schedule should be negotiated with your immediate supervisor.

You must submit all of the above information to the internship coordinator before starting your internship. The internship coordinator will review all applications and notify the student if it has been approved.

1. Generally, part-time jobs on campus will not be accepted to complete the internship requirement.
2. During the internship, you must complete Daily Work Sheets available on the Blackboard website under Scripps Howard School IQ or https://courses.hamptonu.edu.
   a. The intern must provide a diary of the activities completed while working with his or her media organization. These sheets will be turned in as part of your packet within 30 days of the completion of your internship.
   b. This diary must detail the day-by-day activities undertaken by the student and each entry should be a minimum of three complete sentences.
   c. The intern should highlight new experiences and events that expanded his/her knowledge of the company and industry.

After Completing the Internship:
1. The intern’s immediate supervisor must complete an evaluation or write a letter stating his/her impression of the intern’s abilities
2. Supervisor evaluation forms are available on the Blackboard website under Scripps Howard School IQ or https://courses.hamptonu.edu.
   a. Supervisor’s letter must be an honest appraisal of the student’s strength and weaknesses.
   b. Supervisor’s letter should also include recommendations for improvement and any observations the supervisor feels will improve the intern’s chances of continued employment in the type of company in which the student is interning.
3. The student must complete the Student Evaluation form available on the Blackboard website under Scripps Howard School IQ or https://courses.hamptonu.edu

The diary, supervisor’s evaluation and student evaluation is due to the Internship Coordinator 30 days after completing the internship. All materials submitted to the internship
coordinator must be typed. Any late submissions will not receive graduation credit for the internship.