Eligibility

Students must be SJMC majors at the undergraduate level.

Credit

Students may register in Jour 3996 (Directed Internship) for one credit only, S-N grade basis in conjunction with an internship with a duration of a minimum of eight weeks and approximately 6-8 hours per week (or 48-64 total internship time hours).

Students may complete no more than three 1-credit internships total, using the Jour 3996 designator, in subsequent semesters. Nor more than one internship registration is allowed per semester.

Jour 3996 (3 credits maximum) may apply ONLY as an optional course on the major program plan.

Contact

Students will have regularly established contact with the SJMC internship instructor.

Requirements

Students will produce the following to satisfy SJMC requirements for the internship:

1. a daily journal or log
2. a short paper, 5-10 pages minimum
3. a professional project (e.g., portfolio, web design, power-point or multimedia presentation etc.)
4. two survey forms – one completed by the internship supervisor and one by the student

Written work should seek to include description(s) of the internship, the student learning experience, the impact of the internship on the student’s perceptions of the area, and relate to SJMC curriculum.

Registration Process

1. Obtain an Internship Verification Form from the SJMC Student Services Center in 110 Murphy Hall, complete it, and obtain the signature of the internship supervisor at the host organization.

2. Meet with the appropriate SJMC internship instructor, discuss the internship and obtain the instructor’s signature on the verification form, and obtain necessary course materials.

3. Return the completed and signed verification form to the Student Services Center to get SJMC approval and register for Jour 3996. Between the third and eight weeks of the semester, students will need to
bring the form to 19 Johnston to get the registration number. After the eighth week of the semester, students will need College permission to register for the course.

Students who need a letter verifying that they can receive credit for an internship should contact Student Services in 110 Murphy Hall.

Restrictions

1. Students may not register for Jour 3996 (Directed Internship) if the internship is part of or in conjunction with a regular full-time job (for 40 or more hours a week).

2. Students may not register for professional internship credit under Jour 3993 or 5993 (Directed Study). Jour 3993 and 5993 are reserved for directed study and for academic credit. The directed study option has been established for students to pursue academically-based and in-depth topics under direct faculty supervision. Jour 3993 and 5993 are not intended to be used in conjunction with routine professional internships.

The Accrediting Council on Education in Journalism and Mass Communications has stated the following concerning internships and labor laws: “Students employed as interns may be protected by the Fair Labor Standards Act and other federal, state and local laws relating to employment. Students and faculty should be aware of the obligation of employers offering internships to satisfy the applicable requirements of these laws.”

As a result, the SJMC discourages internships that do not pay at least minimum wage. In cases in which the organization does not pay at least minimum wage, the SJMC recommends that students devote no more than 10-15 hours a week to these unpaid positions.