

MEMO

**TO: Journalism Department students
seeking academic credit for internships**

**FROM: Janice Hume
Professor and Head
Department of Journalism**

We are delighted that you have chosen to explore the internship program offered by the Grady College of Journalism and Mass Communication. Internships help prepare you for a job while you earn hours of credit toward your degree.

Employers in journalism value practical experience. We strongly encourage our students to work on campus media, seek internships, and submit free-lance materials to professional media outlets. Internships and other professional experience complement your journalism and liberal arts classes.

Please read the guidelines carefully and talk with your advisor. You must be registered for JOUR 5010 in the semester of the internship to get credit. Before you can register, you must submit an application, provide confirmation of an internship from your employer, and obtain the Department Head's approval. Bring the application, letter, and approval to the Journalism Department, Room 233.

Your supervisor must also agree to fill out a brief survey at the end of the semester to evaluate your performance. Please provide us with her/his e-mail address and we will send a link to the survey.

We hope you have a terrific internship, one that challenges you and enables you to grow professionally.

**Grady College of Journalism and Mass Communication
Department of Journalism**

Request for Approval of Internship

Name: _____ Date: _____

UGA MyID Number (810): _____

Athens Address: _____

Phone/Athens: _____ Phone/Home: _____

email: _____

Student interns can earn from one to three hours credit for internships. **A maximum of three credit hours can be applied toward degree requirements. The maximum three hours can be divided into two or three internships depending on the number of hours worked.**

Credits earned and hours worked cannot be changed once the internship has started.

Describe briefly the internship, the responsibilities, the employer, and the business location:

What semester and year will you take the internship?

The internship is for

___ 3 credit hours (300 or more hours)

___ 2 credit hours (200 or more hours)

___ 1 credit hours (100 or more hours)

List the name, address, telephone number and email address of your internship supervisor.

I understand that I must be enrolled in JOUR 5010 during my internship if I wish to earn academic credit. The internship will count as a department or college elective.

I also understand I must meet the following requirements:

___ Be enrolled in the department of journalism to receive credit

___ Have completed with a grade of “C-” or higher the following courses:

___ JOUR 3090

___ JOUR 3190 (or JOUR 3190H)

Note: An employer may waive these courses in the letter verifying the internship. The student, of course, must complete all courses required for a degree.

___ Submit a signed copy of this internship application to the department of journalism office
Before registering for JOUR 5010 in the semester of the internship.

___ File in the department of journalism office before registration a letter to the head of the department in which the employer 1) verifies that the internship is for 100, 200, or 300 hours and 2) agrees to fill out an online evaluation of my performance by the final day of exams in the semester of the internship.

___ Submit a typed report describing my responsibilities, assessing the professional value of the internship and offering suggestions for strengthening the internship. The report of 1,000 to 2,000 words must be submitted by the last day of exams of the semester of the internship.

___ Receive no credit for the internship from another department, school or college.

___ The University **Policy Memorandum** regarding non discrimination must be completed by the employer and submitted prior to the first day of the semester in which the internship is to be performed.

Students seeking credit for an internship will be graded as satisfactory or unsatisfactory. Grades for internships are not included in a student’s academic average.

Student’s Signature _____ Date: _____

For Department Head: _____ Internship Approved _____ Disapproved

Signature: _____

**If you have any other questions about obtaining a POD for this course contact:
Sophie Barnes: 542-4668 or sophieb@uga.edu**

MEMO:

TO: Employers of Grady Journalism interns

FROM: Janice Hume, Journalism Department Head

RE: Internship procedures

Thank you so much for agreeing to hire a Grady Journalism student for an internship. Professional internships are essential to the success of our students and to our Journalism program here at UGA. We appreciate your willingness to help oversee our student's professional development.

Would you please draft a short letter confirming that you have offered the student an internship, that you will supervise his/her work, and that you are willing to evaluate the student's performance by filling out a brief survey?

- We need the confirmation letter before the student registers for course credit for the internship. A sample confirmation letter is attached.
- We will need the evaluation by the last day of exams during the semester the internship is taken. We will e-mail the survey to you. Please feel free to make suggestions for strengthening our internship program.

If you have questions or suggestions, please contact me at (706) 542-5980 or jhume@uga.edu. Again, thank you for boosting the career of a Grady journalist!

SAMPLE EMPLOYER'S CONFIRMATION LETTER

(Should Be Written on Organization's Letterhead)

Janice Hume
Professor and Head, Department of Journalism
College of Journalism and Mass Communication
University of Georgia
Athens, GA 30602-3018

Dear Professor Hume:

This letter confirms that [the Amex Daily News] has offered an internship to [Sam Student], a student in the Department of Journalism at the Henry W. Grady College of Journalism and Mass Communication. The student will be employed for (# of hours) during the semester. We will do everything we can to make this internship a valuable learning experience.

[Include a brief description of the intern's responsibilities.]

I agree to complete a brief online survey form that provides a summary evaluation of the student's performance of assigned duties. I'll complete the survey no later than the last exam day of the semester the internship is performed. I understand a link to the online survey will be forwarded to me prior to that deadline.

[If appropriate] I understand that [Student] has not completed [JOUR xxxx and JOUR xxxx]. I waive the requirement that [Student] complete those courses before the internship.

Sincerely,

Internship Checklist for All Grady Majors

Be sure to complete the following steps in order to receive credit for your internship:

1. Complete all course prerequisites.
2. Read and complete the internship packet. Packets are available online.

Your completed internship packet will contain 4 key items:

- . • Request for approval
- . • Employer letter
- . • Signed Policy memorandum
- . • A copy of your advisement form with the internship listed as recommended

3. Return these 4 items to your major department's secretary before the close of Drop/Add.
4. Follow-up with your department secretary to make sure your internship was approved and that you have a POD for the internship course.
5. REGISTER for the internship class for the specified number of credit hours.
6. When you have completed the internship, please submit all required paperwork and reports on time.

Please contact the departmental secretary if you have questions:

AD/PR --- Ms. Donna LeBlond (215 Journalism)

JOUR -- Ms. Sophie Barnes (233 Journalism)

Entertainment & Media Studies -- Ms. Cheryl Christopher (104-A Journalism)

POLICY MEMORANDUM

April 2000

(A completed copy of this form should be returned to the address indicated in Section II.)

Section I

In compliance with University of Georgia policy, access to programs operated by this institution is available to all otherwise qualified persons. Therefore, there shall be no discrimination on the basis of race, national origin, religion, sex, age, disability, or veteran status, in either the selection of students for participation in programs, or as to any aspect of a program; provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself, preclude the student's effective participation in the program.

The form below should be maintained in the files of UGA academic units whose students participate in clinical training, internships, externships, practicums, and similar off-campus aspects of their degree programs which involve other agencies, organizations, or entities. This form is not required for programs which are covered by the Clinical Agreement between the Board of Regents and the Georgia Hospital Association.

Section II

To be completed by UGA unit in which student is enrolled

Department: Department of Journalism, Grady College of Journalism and Mass Communication

Address: University of Georgia, Athens, GA 30602-3018

Contact Person: Dr. Janice Hume, Department Head

Telephone number: 706-542-4668 Fax number: 706-542-2183

Section III

To be completed by representative of preceptor, organization, or entity providing clinical training, internship, externship, practicum, or other off-campus experience for University of Georgia students. Please return this entire form to the address in Section II above.

Name of preceptor organization/entity/facility: _____

Address: _____

As a condition of University of Georgia student participation in an off-campus experience with this organization, entity, or facility, I certify that I have read Section I above and will comply with its provisions.

Contact official: _____

Telephone number: _____

Signature: _____

