If you successfully complete all of the requirements of an approved internship while concurrently enrolled in TELE 5010, you can earn from one to three journalism elective hours of credit.

**WHO MAY TAKE AN INTERNSHIP FOR ACADEMIC CREDIT?** Students enrolled in the College of Journalism and Mass Communication who have satisfactorily completed the courses listed on the application.

**HOW AND WHERE DO I GET AN INTERNSHIP APPROVED?** Submit the request form to your Academic Adviser. After getting his/her signature, submit it to the Department Head. Approval from both must be received in advance of beginning work on the internship.

**HOW LONG DO I HAVE TO WORK TO GET CREDIT?** Internships must be a minimum of 107 hours employment for one (1) hour of credit, 214 hours employment for two (2) hours of credit, and 320 hours employment for three (3) hours of credit.

**HOW DO I GET THE CREDIT?** After approval by your Department Head, enroll in TELE 5010 for the semester you will be performing the internship. Before the internship begins, the Department Head must receive the letter from your employer offering you the internship (see sample letter attachment B). Then your employer must complete an evaluation of your performance prior to the last day of the semester. The Department will send your supervisor a link to a standardized evaluation form that must be completed.

**ARE THERE ANY OTHER REQUIREMENTS?** Compile a week-by-week report of your work during the internship. It is especially important to write about your first impressions. This will be help as you near the end of your internship as you will then submit the 3-5 page typed, double-spaced final report to your Department Head on or before the last day of the semester.

**WHERE DOES TELE 5010 FIT IN OUR CURRICULUM?** It will count as 1 to 3 variable hours of the 30 hours minimum/maximum course limit and will be used as a journalism elective. Grades will be recorded on your official transcript as satisfactory or unsatisfactory (S or U); therefore, they are not included in your grade point average.

**MAY I RECEIVE DUAL CREDIT FOR ONE INTERNSHIP?** A student will not be awarded credit for TELE 5010 if credit is received from another department, school, or college for the same internship.

**HOW DO I FIND AN INTERNSHIP?** Through your own interests and initiative. Research companies and organizations that interest you. Check their websites for information about internships. Be pro-active and assume there are opportunities. Get contact information and follow up. Also, utilize UGA’s DawgTRAK listings and consult with your career consultants at Grady College (Room 211-C) and in Clark Howell Hall.

**IF I'M CONFUSED, WHOM DO I SEE?** Department Head (101-C), department internship coordinator (room 101-D), or the career consultant at Grady (room 211-C).
Internship Requirements

Not All Internships are Eligible for Credit!!!!

Your internship must be approved by the Department. The Department has strict standards for judging whether an internship will provide you with a significant educational experience in the field of digital media. Only internships that are judged likely to give you the opportunity to learn from experienced experts in the field of digital media will be approved for credit.

Standards for Credit-Eligible Internships.

1. The internship must be in a professional for-profit or an established professional nonprofit media or communications company.
   a. Internships with non-profit agencies, religious or charitable organizations, camps, or other organizations that have a primary business that is not full-time media or professional communications will not be approved for internship credit. The only exceptions will be for internships in the in-house video production unit of major corporations, such as Coca Cola, American Electric Power, etc. that have large, full-time, professional in-house video and communications departments.
   b. Internships with independent, free lance, or unincorporated individual media content producers will not be approved for internship credit.
   c. Work with student media, such as the Red & Black, NewSource, WUOG, or student organizations such as fraternities, sororities, or student clubs, will not be approved for internship credit.

2. During the internship your primary work must be working on projects that are appropriate for a Mass Media Arts of Digital or Broadcast Journalism major. This means that the internship must be in some area of digital media production, programming, sales, distribution or research.

3. Your direct supervisor must be a full-time media/communications professional with substantial professional media experience and professional media credits. The standard for "professional credits" means that the supervisor has produced a substantial body of work – production, sales, management, research, social media, etc. -- for local or network television or radio; feature films with commercial theater distribution; digital media companies such as game companies; or produced work for major corporate or government clients.

4. The organization for which you work must provide all of the necessary media and communications equipment that you will need to complete all projects you may be assigned during the internship. You may NOT use Department of Telecommunications equipment for any internship projects.

5. The intern provider must NOT require you to pay them in order to be an intern or to buy, lease, or lend any equipment or other resources to their projects or operations. You must not be required to invest in or fund any projects or operations as a condition of your internship. Nor will the internship be approved for credit if the provider requires you to buy, or otherwise provide, any insurance that indemnifies either them or yourself for any accidents or errors in which you may be involved during the course of your internship.
   a. NOTE: The University of Georgia does NOT provide indemnification for students who are interning. It is against state law for UGA to do so.

6. The Department also may choose to refuse to approve credit for an internship for reasons other than those specified here. In certain circumstances, the Department Head may not tell you why she/he is declining to approve a proposed internship.
Important Things You Should Know About Internships

1. Most internships that interest our students are readily approved by the Department. However, TELE 5010 is an important course in our academic curriculum, and the Department exercises quality control over the content of our internship course just as it does over all the courses you take in your major. The standards for approving credit outlined above are designed to insure that you learn as much about your major in your internship as you do in any other course you take in the Department. You are NOT entitled to receive credit towards your degree in this major for any internship you may want to take.

2. Some internship providers pay interns. That’s fine with the Department. Receiving Departmental academic credit for an internship does not preclude also being paid.

3. For-profit companies that do not pay interns must require those interns to be receiving academic credit for the internship. If a for-profit company does not pay interns and those interns are not receiving academic credit, then the company is in violation of federal labor laws. That’s why most companies require their interns to certify that they are receiving credit from a university or other academic institution.

4. Federal labor laws also specify what interns can and cannot be asked to do on the job. Interns receiving credit in lieu of pay must be given meaningful and academically relevant experiences during the internship. They cannot, for example, be assigned duties such as janitorial work or mailroom work as a primary part of their responsibilities. Nor can an intern be assigned work that replaces a paid employee. Although such negative experiences are rare among our students, they have happened. If you believe you’re being asked to do inappropriate work as a major part of your internship, contact the Department Head immediately to discuss the situation.

5. Non-profit agencies can employ volunteers without either paying them or requiring them to receive credit. Typically, non-profit organizations offer our students internships because they need our students’ communication expertise – because the organization doesn’t have it itself. For this reason, the Department does not approve credit for internships with non-profit organizations that are not, themselves, media organizations such as PBS, NPR, ProPublica, etc. However, if you want to work for a nonprofit and gain experience from your own efforts managing some part of their communication operations, then we encourage you to do so. Although we will not allow you to receive academic credit for the experience, there is nothing stopping you from volunteering to do the work anyway. If you believe it will be valuable for you personally and professionally, you should be willing to invest in your own development, credit or no credit.

6. **DO NOT APPLY FOR AN INTERNSHIP THAT WILL REQUIRE YOU TO RECEIVE CREDIT BEFORE YOU ARE SURE YOU WILL BE ELIGIBLE TO RECEIVE CREDIT** for the internship. You will not be eligible unless you have completed TELE 3290 and either TELE 3210 (MMA majors) or TELE 5550 (DBJ majors).

   a. Every year, a few students assume that if they are offered a top internship, the Department will give in and let them sign up for TELE 5010, even though they’re not eligible. **Wrong.** Don’t be one of those who has to crawl back to the Internship Coordinator at CNN, CBS, ESPN, DreamWorks, or some other dream-job media company and say you have to turn down their internship offer after all because you can’t get academic credit. Interns from our Department have a reputation in the industry of being brilliantly prepared. Only those students we know ARE prepared will be approved for internships.
7. Most internships are wonderful experiences. On rare occasions, however, a student will experience problems on the job: An ongoing conflict with the boss or another employee; harassment or bullying by a supervisor, company employee, or fellow intern; inappropriate work assignments, etc.

As your professor for TELE 5010, I am your internship mentor. If you experience any problems or situations in your internship that concern you or make you feel uncomfortable, please contact me immediately through Mrs. Christopher at (706) 542-3785; cherylch@uga.edu.

When you contact me, you and I will discuss the situation and try together to develop strategies for dealing with it. I assure you that we will proceed together to ensure the best outcome for your internship.

However, in the event that you are harassed, threatened, or bullied during an internship, or otherwise become the subject of unwanted or inappropriate behavior by a supervisor, colleague, or other person in the organization, you are required to contact me immediately and let me know of the situation. Again, you and I will discuss the circumstances and develop an appropriate response together.

Again, such experiences are very rare. But if they do have a problem while on the job, I can’t help you, if I don’t know you need. Please contact me immediately.
Name: ___________________________ Date: __________________

UGA MyID number (810) #: ___________________________ Semester desired: _____________

Athens Address: ___________________________ Phone/Athens: ___________________________
Phone/Home: ___________________________

Major: (Check one)______________Digital & Broadcast Journalism ____________Mass Media Arts

Status (circle one): 1st year 2nd year 3rd year 4th year 5th year

Number of hours of credit requested: (Circle One) 1 2 3

Email Address: ___________________________

I understand that in order to receive 1 to 3 variable hours of academic credit in the College of Journalism and Mass Communication Internship for Credit Program, I must concurrently register for TELE 5010, and further that I must meet the following requirements:

* I am a student enrolled in the Department.
* I have successfully completed TELE 3010 or 3010H, TELE 3210 or TELE 5550 and TELE 3290.

The following items are needed to receive credit for my internship.

* A letter verifying the offer of an internship from the employer (see attachment B).
* A 3-5 page typed final report of my internship activities.
* My employer’s evaluation of my internship activities. Name and title of your supervisor(s), company, address, phone number and email address: ___________________________

I understand the responsibilities placed on me in order that I may receive credit for the requested internship. My failure to carry out these responsibilities outlined above by the dates indicated will result in my receiving an unsatisfactory grade in TELE 5010 and loss of credit for the internship.

Student’s Signature: ___________________________ Date: __________________

Advisor’s Signature: ___________________________ Date: __________________

Submit this completed form for consideration by your department head who will let you know whether credit for the internship has been approved or disapproved. This request must be submitted BEFORE the internship begins. May be faxed to 706-542-2183.

FOR DEPARTMENT HEAD USE ONLY: ___________________________ Approved ___________ Disapproved

Department Head’s Signature: ___________________________ Date: __________________
FOR DEPARTMENT COORDINATOR USE ONLY:

Enrolled in TELE 5010: ___________________ Semester/Year

Employer's Letter offering internship received: ___________________ Date

Policy Memorandum signed by Employer received: ___________________ Date

Typed final report of internship activities received: ___________________ Date

Student's internship evaluation received: ___________________ Date

Grade submitted for internship: ___________________ Grade Received
Memo To: Students
Seeking Academic Credit for Internships

From: Dr. James (Jay) Hamilton, Department Head
Department of Entertainment and Media Studies
Phone: 706-542-3785
Fax: 706-542-2183
Email: hamilton@uga.edu

Re: Internship Credit

We are delighted that you have chosen to explore the internship program offered by the Department of Entertainment and Media Studies. Internships help prepare you for a job while you earn hours of credit toward your degree.

Please read carefully the attached guidelines and talk with your advisor. You must be registered for TÉLE 5010 in the semester of the internship to get credit. Before you can register, you must first complete and submit the Request for Approval of Internship Application with your advisor’s signature to the department secretary (Cheryl Christopher) in room 101-D. After the Department’s Head approves your application, you can then register for the course. Be sure you give your employer the letter to employers (attachment A), sample letter (attachment B) and the Policy Memorandum (attachment C) and ask them to send their letter and the Policy Memorandum to Dr. Kavoori as soon as possible.

We also require that the employer respond to our survey evaluating your performance at the end of the internship.

We hope that you will get a challenging internship offering great professional growth.

Name: ________________________________  Semester: ________________________________
TO: Employers

From: Dr. Hamilton, Department Head
University of Georgia, Department of Entertainment and Media Studies

Re: Internships

Thanks so much for agreeing to hire a Grady student for an internship. Professional internships are essential to the success of our students and to our program at UGA. We very much appreciate your willingness to oversee our student’s professional development during an internship.

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 complete a brief survey evaluation of the student’s performance at the end of his/her time with you. We need the confirmation letter before the student starts the internship. We need the evaluation by the last day of exams during the semester the internship is taken. Approximately a week before the end of the semester, we will email to you a link to the survey evaluation. If you wish, add suggestions for strengthening the internship program. A sample confirmation letter is attached (attachment B). We also ask that you complete the attached Policy Memorandum (attachment C) and return it with your confirmation letter.

If you have questions or suggestions, please contact me at (706) 542-3785 or hamilton@uga.edu or my assistant Cheryl Christopher at cherylech@uga.edu. Again, thanks for assisting the professional development of young UGA media professional.

Fax #: 706-542-2183
SAMPLE LETTER
(Internship, Department of Entertainment and Media Studies)
(Please use organization's letterhead)

Dr. Hamilton
Department of Entertainment and Media Studies
College of Journalism and Mass Communication
University of Georgia
Athens, GA 30602-3018

Dear Dr. Hamilton:

I have offered a (summer, fall, spring semester [please designate the semester]) internship in my organization to _________________________________.

The period of employment exceeds or is a minimum of 107 hours for one hour credit, 214 hours for two hours of credit, or 320 hours for three hours of credit.

Knowing the importance placed on internships by future employers and the academic community, I will make this a valuable learning experience.

(Enter a brief description of what the student will be doing.)

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 day of the semester the internship is performed. (This cut-off date is necessary to enable the intern to have his/her academic grade posted on the UGA transcript.)

*Note to employer: The above items must be included in the letter offering the internship so that the student will receive academic credit. This letter and the letter of evaluation are your only written requirements. You can mail it to the above address; fax to 706-542-2183; or email to my assistant Cheryl Christopher at cherylch@uga.edu.
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:*

TELE - Telecommunications -- Ms. Cheryl Christopher (101-D 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.

Name of Intern: 

Section II

To be completed by UGA unit in which student is enrolled

Department: Entertainment and Media Studies, Grady College of Journalism & Mass Communication

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

Contact Person: James (Jay) Hamilton, Dept Head E-mail: hamilton@uga.edu

Telephone number: 706-542-3785 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: 
Entertainment and Media Studies Internship

TELE 5010 SYLLABUS

Dr. Jay Hamilton, Dept. Head                              101-C Journalism Building
E-Mail: hamilton@uga.edu                                Phone: (706) 542-3785

Cheryl Christopher, Administrative Assistant          101-D Journalism Building
E-Mail: cherylch@uga.edu                                Phone: (706) 542-3785

This is a supervised internship, a course designed to move you out of the classroom and into on-the-job training. You will be working for a real employer, using the tools and insights you have acquired in your classroom work and, presumably, acquiring new tools and insights as a fledgling professional.

Obviously, there is no text and you will not be expected to attend regular classes, because your workplace is your classroom. You WILL be expected to meet certain requirements over and above satisfactory performance at work, however, in order to receive course credit:

1. Your internship must be APPROVED PRIOR to the beginning of the semester (NO internship can be approved for credit until you have completed and submitted the “REQUEST FOR APPROVAL” form). The “REQUEST FOR APPROVAL” form outlines the internship requirements and must be signed by your academic advisor and the department head. Also, the offer letter from your employer offering you the internship must be submitted before the internship starts.

2. Enroll in TELE 5010. You are required to obtain Permission of Department for this course. See Ms. Christopher in room 101-D for permission.

3. Electronically submit to my office via ElearningNew (www.elearningnew.uga.edu) by the last day of the semester (see www.reg.uga.edu for academic calendar dates), a 3-5 page typed, double-spaced paper describing your internship activities. I want you to tell me more about the overall concepts you learned, not the everyday things (i.e., how to use machines, etc.) Take some time to reflect on the important things you’ve learned from your experience and how what you previously learned in your courses applied in this experience. Please also send a copy via email it to Cheryl Christopher at cherylch@uga.edu.

4. Your employer must submit a completed survey that provides me with an evaluation of your performance. The survey also must be completed no later than the last day of the semester (see www.reg.uga.edu for academic calendar dates). The survey must include a recommendation as to whether you do or do not deserve credit for the course. A link will be sent to your supervisor three weeks before the end of the semester. To facilitate this, you must be sure to include your supervisor’s email address on the information form in this packet.
Because I expect your employer to be completely candid about your performance, this survey will be considered a confidential communication with the college. Should the employer authorize us to release it to you, however, we will do so.

Other materials you will receive will refer to these deadlines as the “end of this semester”. Be forewarned that this means the last day of classes for the semester (see www.reg.uga.edu for academic calendar for dates), is the latest point in the semester in which I can evaluate your work and award course credit. If I do not receive all for the above materials by that date, you will be given an “Incomplete.”

Otherwise, you will receive either a “Satisfactory” or an “Unsatisfactory”. There are no A, B, C, D, or F grades in this course.

I may visit those of you who are located within reasonable traveling range and, in some cases, some of you who may be quite distant from us. In the meantime, however, do not hesitate to telephone or write if you have any questions or problems.

I hope this will be as pleasant and productive a learning experience for you as it has been for hundreds of your predecessors, and I trust that your work will reflect as favorably on the Grady College as has the work of those who preceded you.

Note: If you have any questions regarding your paper or evaluation please feel free to call Cheryl at 706-542-3785. If you encounter any problems during your internship, please contact me so we can discuss them. This should be a wonderful experience for you, and I’m here to help.

**Good Luck!!**