

## **ENTERTAINMENT AND MEDIA STUDIES: INTERNSHIP INFORMATION**

If you successfully complete all of the requirements of an approved internship while concurrently enrolled in EMST 5010, you can earn up to three (3) EMST elective hours.

### **WHO MAY TAKE AND INTERNSHIP FOR ACADEMIC CREDIT?**

Students enrolled in the College of Journalism and Mass Communication who have satisfactorily completed (grade C- or better) EMST 3010, EMST 3510, and EMST 3210/3210L.

### **HOW AND WHERE DO I GET AN INTERNSHIP APPROVED?**

Submit the request form with advisor signature, the internship offer letter, and signed Policy Memorandum to your department head prior to enrolling in EMST 5010 and in advance of beginning work on the internship.

### **HOW MANY CREDITS CAN I EARN?**

An internship may be taken for variable credit based in the number of hours that the student works during the semester. Students may earn between one (1) and three (3) hours of internship credit:

**320 hours= 3 credits**

**214 hours= 2credits**

**107 hours= 1 credit**

Credits or hours given for an internship may not be increased or decreased once the internship has started. EMST 5010 is repeatable for up to a total of 3 credit hours.

### **HOW DO I GET THE CREDIT?**

After approval by your department head, enroll in EMST 5010 for the semester you will be performing the internship. Before the internship begins, the department head must have received the letter from your employer offering you the internship. Your employer must send a letter to the Department Head on you performance by the last day of the semester.

### **ARE THERE ANY OTHER REQUIREMENTS?**

Submit the typed final report along with your evaluation of the internship to your Department Head on or before the last day of the semester. **(See syllabus for date information)**

### **WHERE DOES EMST 5010 FIT INTO OUR CURRICULUM?**

It will be counted as 1 to 3 variable hours of the 30 hours of Grady coursework required for your Entertainment and Media Studies degree. Specifically, it will be used towards your 18 hours of required EMST electives. Grades will be recorded on your official transcript as satisfactory or unsatisfactory (S or U) and are not included in your grade point average. The most logical use of the internship is 3 hours because it satisfies a college elective requirement. However, if you initially take 1 or 2 hours of credit, it is repeatable for a sum total of 3 credit hours. If you have completed your EMST electives, internship credit may count in your general electives if you are within the 48-hour Grady rule.

### **MAY I RECEIVE DUAL CREDIT FOR ONE INTERNSHIP?**

A student will **not** be awarded credit for EMST 5010 if credit is received from another department, school, or college for the same internship.

### **HOW DO I FIND AN INTERNSHIP?**

Through notices posted on Grady listservs, through your own efforts (be proactive!), and through the Career Consultant for Grady College in Career Services, Clark Howell Hall.