

**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 Department of Journalism. 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 for 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. Email the application, letter, and approval to the Journalism Department by emailing Ms. Sophie Barnes at [SophieB@uga.edu](mailto:SophieB@uga.edu).

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.

**Department of Journalism  
Request for Approval of Internship**

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

UGA MyID Number (81#): \_\_\_\_\_

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)

Supervisor Name: \_\_\_\_\_

Supervisor Email: \_\_\_\_\_

Supervisor Phone Number: \_\_\_\_\_

Internship Organization Name: \_\_\_\_\_

Internship Address: \_\_\_\_\_

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:

\_\_\_\_\_ I am enrolled in the Journalism department

\_\_\_\_\_ I have successfully completed (grade of “C-” or higher) the following courses: JOUR 3090 and 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.**

\_\_\_\_\_ I have submitted a signed copy of this internship application to the department of journalism office before registering for JOUR 5010 in the semester of the internship

\_\_\_\_\_ I must submit an offer letter to the department head in which my supervisor: 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. This must be submitted **prior** to registration to receive a POD for JOUR 5010

\_\_\_\_\_ I must 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 to Ms. Sophie Barnes at SophieB@uga.edu

\_\_\_\_\_ I will not receive credit for the internship from another department, school or college

\_\_\_\_\_ The University of Georgia Memorandum of Understanding (MOU) regarding logistical expectations for the experience and 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. This will be sent directly to your supervisor by Grady College’s Director of Experiential Programs

**Complete this online form for Samantha Meyer, Director of Experiential Programs:**  
<https://bit.ly/JOURInternshipForm>

\_\_\_\_\_ I have completed the above online form for the Director of Experiential Programs

\_\_\_\_\_ I have shared p. 5 – 6 of this internship packet with my supervisor

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: \_\_\_\_\_

**If you have any other questions about obtaining a POD for this course contact:**  
**Sophie Barnes at (706) 542-4668 or [SophieB@uga.edu](mailto:SophieB@uga.edu)**

**For Department Head Use:**

\_\_\_\_\_ Internship Approved                      \_\_\_\_\_ Disapproved

Signature: \_\_\_\_\_

## Internship Checklist for JOUR 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
  - A copy of your advisement form with the internship listed as recommended
  - Employer offer letter – **must** be completed by your internship supervisor and addressed to Dr. Hume
  - Completed internship form for Director of Experiential Program, submitted online
3. Email the first 3 items to Ms. Sophie Barnes at [SophieB@uga.edu](mailto:SophieB@uga.edu) and cc: Samantha Meyer, [sam610@uga.edu](mailto:sam610@uga.edu).
  4. Ensure your supervisor has submitted the Memorandum of Understanding (MOU), emailed by Samantha Meyer
  5. Follow-up with Ms. Barnes to make sure your internship was approved and that you have a POD for the internship course.
  6. REGISTER for the internship class for the specified number of credit hours.
  7. By the last day of classes, be sure the following is submitted:
    - Internship report – more info is on p. 3
    - Employer Evaluation – **must be completed by your supervisor; Ms. Barnes will email the link to your supervisor**

*Please contact the departmental secretary and copy your advisor if you have questions:  
JOUR --- Ms. Sophie Barnes at [SophieB@uga.edu](mailto:SophieB@uga.edu)*

**MEMO:**

**TO: Employers of UGA Journalism interns**

**FROM: Janice Hume, Journalism Department Head**

**RE: Internship procedures**

Thank you so much for agreeing to hire one of our Journalism students 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.

Additionally, the University System of Georgia (USG) requires a standard MOU form be completed for students who engage in an internship through University of Georgia (UGA) programs. The form is meant to ensure that there is a common understanding about providing UGA students with a safe, harassment-free work environment that offers a meaningful educational/training experience.

After your student intern submits this internship approval packet, the MOU will be emailed to you by Samantha Meyer, our college's Director of Experiential Program. This will be sent via DocuSign from the email address [gradyexperience@uga.edu](mailto:gradyexperience@uga.edu). You do not need that program in order to complete the form; you will be able to do so directly from the email. If you have any questions, concerns or issues signing the MOU, please email Samantha at [sam610@uga.edu](mailto:sam610@uga.edu).

**Note:** Your student intern will not be able to begin their internship until you return the MOU.

If you have questions or suggestions, please contact me at (706) 542-5980 or [jhume@uga.edu](mailto:jhume@uga.edu). Again, thank you for boosting the careers of our student journalists!

## 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 [Student Name], a student in the Department of Journalism at the University of Georgia. 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,