

Department of Communication & Journalism

Internship Guidelines

There are three (3) steps, which must be completed in order, to earn academic credit for an internship.

Step 1: Check your eligibility with Jessica Chavez, Program Coordinator in person (CJ 129) or through email (jflynn@unm.edu). She will guide you through the next two steps.

Step 2: Search postings and secure your internship with the company offering the position.

Step 3: Establish a partnership with a full-time faculty member.

In order to be considered for an internship, a student must:

1. Have a minimum of nine (9) credits in Communication & Journalism, with at least one (1) 300 level course relevant to the internship.
2. Have a 2.5 G.P.A. in the Department of Communication & Journalism and in the areas of the internship.

A complete application for an internship must include:

1. A letter from the sponsoring organization specifying:
 - a. What the intern will be doing for the organization.
 - b. The name and contact numbers of the person in the sponsoring organization who is responsible for supervising the intern.
2. An eligibility form signed by the student and the Program Coordinator (attached).
3. An Internship Agreement signed by the on-site supervisor and the student (attached).

In order to receive credit for the course, the intern MUST:

1. Keep a daily log of activities for each day of the internship. The log must include:
 - a. All dates and times spent working on the internship.
 - b. Activities conducted on the respective dates and times — this can be put in bullet format.
2. Submit a paper (2-5 pages) which describes:
 - a. The general nature of the work done during the internship.
 - b. To what degree the internship was valuable (or not) for the intern.
 - c. The quality of the supervision during the internship.
 - d. Changes suggested by the intern for future students seeking an internship with the sponsoring organization.
3. Submit the Internship Student Exit Survey (attached).
4. Submit 3-4 work samples from the internship.
5. Submit the On-Site Supervisor Exit Survey (final evaluation), which should be given to the intern in a sealed envelope (attached).
6. Turn in items 1-5 to the faculty sponsor by 5:00 p.m. on the last day of classes for the internship.
7. Work 45 hours at the sponsoring organization for each one (1) credit hour, up to 135 hours for three (3) credit hours.

For more information, please contact Jessica Chavez, C&J Program Coordinator at 277-5305, email at jflynn@unm.edu OR contact Michael Marcotte, C&J Faculty Internship Coordinator at mmarcotte@unm.edu.

STUDENTS – KEEP THIS SHEET FOR REFERENCE

Department of Communication & Journalism

Internship Eligibility Form

⑥ 492/Comm

⑥ 495/Strategic Comm

⑥ 496/Multimedia Journalism

Student: _____ ID#: _____

Address: _____ Phone: _____

_____ E-mail: _____

Number of Credits Completed in C&J: _____ GPA in C&J: _____

300 level (or above) courses in C&J relevant to the internship:

_____	_____	_____	_____	_____	_____
Course	Grade	Course	Grade	Course	Grade
_____	_____	_____	_____	_____	_____
Course	Grade	Course	Grade	Course	Grade

I am applying for an internship with: _____

My principle duties will include: _____

I agree to represent the University of New Mexico and myself in a professional manner in all dealings with my On-Site Internship Supervisor.

I wish to receive _____ internship credits by working at least 45 hours per each credit requested.

I agree to complete all other requirements of the internship specified by the "Internship Guidelines" from the Department of Communication & Journalism.

Student Signature

Program Advisement Coordinator Signature

Date

Department of Communication & Journalism

Internship Agreement

This agreement is made by and between the Regents of the University of New Mexico (UNM), a corporation of the State of New Mexico (hereafter called the "University"), the UNM Department of Communication & Journalism (hereafter called the "Department,"), and _____ (hereafter called the "Organization").

The University, Department, and the Organization agree as follows:

1. The purpose of the internship program is to provide students of the Department with an opportunity to receive practical experience in communication, journalism, and mass communication in all types of agencies, businesses, industries, and other organizations.
2. That the intern was not an employee of the Organization before the commencement of the internship (unless given special approval by the Faculty Internship Coordinator).
3. The Department is recognized as the credit granting, coordinating, and supervisory sponsor of the internship program.
4. All students of the Department are notified of possible internships via list serve, bulletin board postings, Facebook, and class announcements. Qualified students interested in the internships will contact the Organization directly.
5. The Organization will accept an intern from the Department only after determining if specific skills relevant to the needs of the Organization are met.
6. That the intern shall be assigned to the Organization for forty-five (45) hours per credit hour up to a maximum of three (3) credit hours per semester or term. During a regular semester, an intern will be expected to perform internship duties for approximately nine to eleven (8-9) hours per week for fifteen (15) weeks. During a summer term, the schedule can be adjusted so long as the intern is made aware of how the forty-five hours per credit hour will be scheduled.
7. That both the Organization and the Department have the right to release or dismiss an intern from his/her duties at any time. Violations of the rules, regulations, or requirements of the Organization, the University, and/or the Department will be considered sufficient cause for dismissal. The Organization must contact the intern's faculty sponsor prior to release or dismissal.
8. That the Organization will provide direct supervision of the intern.
9. Department will provide an adviser who will be responsible for coordinating academic activities of the intern.
10. That when the intern is expected to travel in order to carry out assigned duties, the Organization will provide per diem or room and board for the intern unless arranged with the Department or Organization in advance.
11. The intern will provide his/her own transportation to and from his/her assignments outside the city limits.
12. That the Organization may provide compensation to the intern for services provided. Nothing in the agreement shall be construed to imply that providing compensation is obligatory. This provision is permissive only.
13. That the Organization shall be responsible for providing an evaluation of each intern before the end of the academic term for which the internship is being offered. The Department will provide an exit evaluation survey to the Organization.

Organization

Business/Organization Name

Date

Internship On-Site Supervisor

Title

Student Signature

Date

Return to Program Coordinator upon completion.

Department of Communication & Journalism

Internship Exit Survey - Supervisor

Supervisor's Name: _____

Organization and Title: _____

Intern's Name: _____

Please give this survey to the intern in a sealed envelope.

Reviewing the student's work during this internship, please indicate how well the student has mastered each of the competencies below. Please use the following scale:

- 1 Not at all
- 2 Somewhat
- 3 For the most part
- 4 Completely
- NA Not applicable or unable to rank

1. In selection of topic and information, focus and organization, the work shows effective critical judgment.	1	2	3	4	NA
2. In range and selection of people interviewed and of other sources of information, the work shows thorough, balanced, and fair research and reporting.	1	2	3	4	NA
3. The writing is correct, clear, and concise.	1	2	3	4	NA
4. The writing conforms to an appropriate style for the discipline.	1	2	3	4	NA
5. In use, interpretation, and presentation of numbers, the work applies basic numerical and statistical concept correctly and effectively.	1	2	3	4	NA
6. In presenting images and information, the work shows effective understanding of visual concepts and theories.	1	2	3	4	NA
7. The work demonstrates an understanding of the needs and wants of the audience for which the work is intended.	1	2	3	4	NA
8. The work illustrates effective use of technology in its preparation.	1	2	3	4	NA
9. The work demonstrates creative thinking.	1	2	3	4	NA
10. The work displays a consideration of ethical thinking and presentation.	1	2	3	4	NA
11. The work is truthful and accurate.	1	2	3	4	NA
12. The work demonstrates analytical thinking	1	2	3	4	NA
13. The work demonstrates an understanding and accurate application of First Amendment principles.	1	2	3	4	NA
14. The work was of high quality.	1	2	3	4	NA

Please rate the following statements by circling the answer which best reflects your position.

15. The student had the appropriate basic skills in preparation for the duties for this position.

Strongly Agree Agree Disagree Strongly Disagree

16. The student performed well during the internship.

Strongly Agree Agree Disagree Strongly Disagree

17. I was satisfied with the intern.

Strongly Agree Agree Disagree Strongly Disagree

Please answer the following open-ended questions.

18. What were the strengths of the intern?

19. What were the weaknesses of the intern?

20. What, if anything, could the Department of Communication & Journalism do to improve the internship experience for you?

21. Anything else you would like to add?

Department of Communication & Journalism

Internship Exit Survey - Student

Intern's Name: _____

Organization: _____

Supervisor's Name: _____

To be completed by the intern (student).

Please rate the following statements by circling the answer which best reflects your position.

1. I felt my prior coursework prepared me adequately for this internship.

Strongly Agree Agree Disagree Strongly Disagree

2. The supervisor (employer) provided clear expectations for my work.

Strongly Agree Agree Disagree Strongly Disagree

3. The supervisor (employer) had me perform tasks that were relevant for my skills and background.

Strongly Agree Agree Disagree Strongly Disagree

4. I was satisfied with the internship.

Strongly Agree Agree Disagree Strongly Disagree

Please answer the following open-ended questions.

5. What were the strengths of the internship?

6. What were the weaknesses of the internship?

