

Memo To: Journalism Department Students
Seeking Academic Credit for Internships

From: Kent R. Middleton
Professor and Head
Department of Journalism

Re: Internship Credit in 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 newspapers and magazines. 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 a confirmation letter from your employer and get the department head's approval. Bring the application, letter and approval to the department, Room 233. The employer must also write a brief letter evaluating you at the end of the internship.

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

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

Request for Approval of Internship

Name: _____ Date: _____

W C'O { K'P wo dgt '*: 32+: _____

Athens Address: _____

Phone/Athens _____ Phone/Home _____ email _____

Student interns can earn from one to three hours credit for internships. Students earn variable credits depending on the number of hours worked per term. Journalism internships must be paid.

Credits earned and hours worked can not 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 hour (100 or more hours)

List the name, address and telephone number 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 3410 (or JOUR 3410H)
- _____ JOUR 3510
- _____ JOUR 5300 (If you are a newspaper major)
- _____ JOUR 5580 (If you are a magazine major)
- _____ JRLC 5040

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 paid internship is for 100, 200 or 300 hours, and 2) agrees to send to the head of the journalism department a letter evaluating my performance by the final day of class 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 other questions about obtaining a POD for this course contact:
Sophie Barnes: 542-4668 or sophieb@uga.edu**

To: Employers

From: Kent Middleton, head

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 journalism 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 a paid internship, that you will supervise his/her work and that you are willing to write a brief evaluation of the student's performance. We need the confirmation letter before the student registers in Athens for credit for the internship. We will need the evaluation by the last day of exams during the semester the internship is taken. If you wish, add suggestions for strengthening the internship program. A sample confirmation letter is attached.

If you have questions or suggestions, please contact me at (706) 542-5034 or kmiddlet@uga.edu. Again, thanks for boosting the career of a young journalist.

SAMPLE EMPLOYER'S CONFIRMATION LETTER

(Should Be Written on Organization's Letterhead)

Kent R. Middleton
Professor and Head, Department of Journalism
College of Journalism and Mass Communication
University of Georgia
Athens, GA 30602-3018

Dear Professor Middleton:

This letter confirms that [the Amex Daily News] has offered a paid 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 submit to you an evaluation of [Student's] performance by the last day of exams in the semester or the internship.

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

Sincerely,

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. Kent Middleton, 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: _____

Grady College
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)

MAG, NEWS, PUB MGMT -- Ms. Sophie Barnes (233 Journalism)

TELE & BNEWS -- Ms. Cheryl Christopher (101-D Journalism)