

## You're ready for an internship!

An internship is one of the most important things you can do to prepare for a career in the media industry, and the Department of Journalism and Strategic Media. Internship credit is offered during the fall, spring and summer terms. Internship credit must be enrolled in either during the internship, or the term immediately following the completion of the internship. For example, if you serve a summer internship, you should enroll in the internship class either in the summer or fall semester.

The internship class is required in order to receive 3 credits for your internship. The class meets entirely online, and requires a final internship report and an update of your online portfolio.

### To do before starting your internship

- Prepare an updated résumé and portfolio (if appropriate) for the companies. Work with your adviser or the Career Center to perfect your resume.
- Obtain an internship (opportunities are posted to the University of Memphis Department of Journalism and Strategic Media group on LinkedIn) and complete the STUDENT/EMPLOYER INTERNSHIP AGREEMENT.
- Once you have completely filled out the Student/Employer Internship Agreement, return to Dr. Matthew Haught's mailbox in 300 Meeman or by email.
- When Dr. Haught has confirmed your internship with the site supervisor, he will issue you a permit to register for the internship class. You will receive an email from him, alerting you that you have been permitted to register.

### What you can expect at your internship

- You should be treated as a professional in training, with duties similar to those given to entry-level employees. Although you might be assigned some clerical-level work (compiling calendars or address lists, for example), this should not make up more than 20 percent of your responsibilities.
- You should be assigned a qualified supervisor

who has professional experience in the area in which you are performing work and who will provide you with ongoing guidance, mentoring and evaluation.

- Internships officially start at the beginning of each semester; however start and stop dates can be flexible by mutual agreement.
- Your supervisor will evaluate you at least once during the semester. Additionally, you will be asked to complete a report detailing the duties you have performed and what you have learned.
- Your internship instructor will verify that you have performed adequately in your internship and that you have completed the required hours.
- Grading is a Pass-Fail basis. In order to receive a passing grade, you must submit the required documents and projects by the deadlines AND you must receive a satisfactory performance evaluation from your employer. If you quit your internship or are fired, you will receive a failing grade.
- If your internship is paid, you will be paid directly by your employer.
- Internship credit is awarded upon enrollment and completion of the Department of Journalism and Strategic Media internship class.

### Remember these rules

- Internships must meet school requirements in order to be eligible for academic credit.
- Just like in any Memphis class, plagiarism and/or academic dishonesty will not be tolerated. Violators will be dismissed from the internship and reported to the University of Memphis Academic Integrity Committee.
- Interns are expected to behave, dress and perform like professionals. Treat your internship as you would a job. Your employer expects you to be dependable and consistent in adhering to work hours, making deadlines and turning in quality work.
- If you should have any problems during the course of your internship that you cannot resolve directly with your site supervisor, contact the internship coordinator, Dr. Haught ([mjhaught@memphis.edu](mailto:mjhaught@memphis.edu)), immediately.