

## **INTRODUCTION To the Student**

Congratulations! You have taken the first step in securing a job in the field of communication/journalism by investigating the possibility of an internship. Our experiences with hundreds of graduates from our program have convinced us that an internship is the surest way to get hands-on experience in the field, to apply the knowledge you have learned in the classroom, and to make contacts in preparation for your job search when you graduate from Fisher.

These listings are not intended to find you an internship; that part is really up to you. Only you know your own career goals and interests and the type of internship which would best suit you. What this information can do is lay out some of the considerations and guidelines for applying for and completing an internship. In addition, we provide you with listings of places which are internship possibilities. The sponsoring organizations listed in this resource guide are there for one of two reasons:

1. Fisher students have successfully completed internships there in the past; and/or
2. the sponsoring organizations have asked to be included in our listings (i.e., they want to attract students from Fisher to their internship program).

Both of those are good reasons to apply for internships at these places.

Additionally, you'll find that many of the internship sponsors are Fisher graduates themselves.

However, you are by no means limited to the listings we have currently available. Many of our students have successfully sought and found internships totally on their own. Taking the initiative in your internship selection is good preparation for the initiative you will need for your job search upon graduation. You will still receive support in your search from the Communication/Journalism Department and Career Services office on campus, but the process is up to you.

So, while the job is up to you, there are many people available to help you. Your faculty, the College staff, and the hundreds of Fisher alumni out there all support you in your search for an internship to fit your plans. Good luck! It's an investment sure to pay off!

## INTERNSHIP REQUIREMENTS

*Who is eligible to do an internship in Communication/Journalism?*

To do an internship in our department, you must meet two basic requirements:

1. Junior or Senior declared Communication/Journalism major
2. minimum 2.75 overall GPA \*

(\*students with an overall GPA of 2.5-2.74 may petition the Internship Director in writing for permission to register for an internship)

Note: *Internships are not available to first-semester transfer students.*

In addition, there may be requirements specified by the particular internship--for example, a public relations internship might require that you complete at least one course in public relations before applying for the internship.

*What is the process for getting an internship?*

You get an internship in much the same way as you get a job:

1. Attend an Internship Informational Meeting offered each semester during pre-registration. The meeting is announced in "C/J News" and in C/J classes, as well as on signs around Basil Hall.
2. Make an appointment with Laurie Valentino or Betsy McDermott in Career Services to prepare an employer-ready resume.
3. Consult the listings on our web site or make your own contacts. Choose two or three organizations that seem to fit your needs/interests.
4. Contact the sponsoring organization by phone (or send a resume and cover letter by email or snail mail).
5. Set up an internship interview. (This should be treated as a "real" interview--dress and prepare appropriately.)
6. Before accepting any internship, check with the Internship Director to verify the suitability of the position for your background and interests. (We also have a very few "red flags" we want you to avoid!)
7. Once you've been accepted into a sponsoring organization as an intern, you must complete a contract with your sponsor and return it to the Internship Director. Contracts are due within the first two weeks of the semester.

*How does the internship fit into the C/J major?*

For most full-time students, an internship is one of their five classes in a given semester. You register for Com. 490 and receive three credits for the internship. You may do two separate, three-credit internships. However, each internship must be at a different site—you may not stay at the same site for two internships for credit. [Note that the Internship Director's permission is required on pre-registration for Com. 490.]

There are special circumstances where a student may do fewer than three credits. These should be discussed with the Internship Director before you register.

*What are the requirements for actually completing the internship course?*

During the semester when you are registered for an internship, you must do the following:

1. Keep a log of your hours [normally 9-12 hours/week for 12 weeks]. For a 3-credit internship, you must complete a **minimum of 120 hours**. Your time log must be signed by your supervisor and will be turned in at the second meeting and again at the end of the semester.
2. Attend 3 mandatory meetings during the semester (beginning, mid-semester, and just prior to the final week). These are either Tuesday or Thursday during Free Period.
3. Attend a small group update meeting within the first 3 weeks of beginning your internship.
4. Complete a final reflection paper and a portfolio of your work samples (due no later than 12 noon on Friday of the last week of classes).

You will also be asked to complete an evaluation form of your internship, and your internship supervisor will be asked to evaluate your performance mid-semester and at the end of the term.

*What is expected of me as an intern?*

As an intern, you are not expected to know everything. Every internship is different, but there are some general guidelines:

1. Treat the internship as a real job. You must be on-time, dress appropriately, and stick to the agreed-upon schedule. You are there to work, not call your friends, do your homework, or surf the Internet for fun.
2. Be eager to learn. Ask a lot of questions. This is your chance to find out if this is the career you want, to make contacts for the future. Don't pass up any opportunities to expand your horizons. It makes a great impression too!
3. Expect that you will do some routine office work or go-fer work. While we clearly tell our sponsoring organizations that you are to receive professional experience, all jobs involve some clerical tasks and boring work. If you feel that you are not getting the responsibilities promised to you, you should inform the Internship Director.
4. Closely follow the rules of the organization—for example, respect confidentiality agreements and follow appropriate professional office behavior (e.g., no personal cell calls or surfing the internet during internship time).
5. Have a good time. This is a great way to earn three credits and, if this is the field you want, you should have fun!

