



# Journalism and Technical Communication Student Internship Packet

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FALL 2009

## Includes:

- How to get an internship
- Internship policy
- Sample Internship Evaluation
- Assignments
- Student/Supervisor Agreement Form
- JTC487/687 Student Internship Form

## Questions?

JoAnn Cornell, Internship Director  
C212 Clark  
Phone: (970) 491-4641  
Fax: (970) 491-2908  
Email: [joann.cornell@colostate.edu](mailto:joann.cornell@colostate.edu)

# How to get an internship

**Do you meet the prerequisites?** All journalism interns must have successfully completed the following courses to qualify for a credit internship:

News-Editorial:	JTC100, JTC210, and JTC320
Public Relations:	JTC100, JTC210, JTC350, and JTC351
TV/Video:	JTC100, JTC210, and JTC340 <b>or</b> JTC341
Specialized/Tech:	JTC100, JTC210, JTC310, JTC361, and JTC461 <b>or</b> JTC464
CMC:	JTC100, JTC210, JTC365 and <b>one</b> of following (JTC326, JTC335, JTC372, JTC373 or JTC460)

**Note:** *If a student wants an internship outside of his/her concentration, i.e. a student in the TV/Video concentration wishes to have an internship in print journalism, the student must meet the prerequisite for the concentration in which he/she desires the internship.*

**Select internships that interest you and apply for them** much like you would apply for any job. If you find an internship on your own, you must obtain JoAnn Cornell's approval before you can earn credit. It is a good idea to meet with her before you send out your resume and cover letter.

**Review available internships** by looking through the notebooks near C225 Clark or online at <http://www.colostate.edu/Depts/TJ/intern/internAvail.html>.

**If you need a letter confirming that you will receive academic credit**, please contact JoAnn Cornell.

**Fill out the "Student JTC487 and JTC687 Internship Form."** The form is available in this packet or online at the journalism department website.

**If offered an internship**, ask the intern sponsor (supervisor) to complete and sign the "**Student-Supervisor Agreement for CSU Interns**," form which is available in this packet or online at the journalism department website.

**Submit TWO completed forms ("Student JTC487 and JTC687 Internship Form" AND the "Student/Supervisor Agreement for CSU Interns" form), to JoAnn Cornell.** Once JoAnn approves the forms, she will send you an email with instructions to register for the course. Students must register for an internship at least ten weeks prior to the end of the semester in which they are doing the internship.

**During your internship you will be required to:**

1. Maintain a weekly journal
2. Write a background report on the organization
3. Write a final report on the internship and provide samples of your best work

**Notes:**

- *You can earn one credit for five hours of work per week, two credits for ten hours of work per week, and three credits for 15 or more hours of work per week. Graduate students earn only one credit for internship work no matter how many hours worked. You are expected to work at least 10 weeks for summer school credit.*
- *Total hours needed for internship is dependent upon the number of credits receiving. For one credit-minimum of 50 hours; two credits-minimum of 100 hours; three credits-minimum of 150 hours*
- *CSU students may earn only four total internship credits. Only seven credits combined of JTC484, JTC487, JTC495 and JTC496 will be allowed in degree fulfillment with no more than three credits applied toward fulfillment of JTC elective credit. You cannot earn more than 40 credits in journalism and must have 80 credits outside the journalism department to graduate.*

## Internship Policy Statement

The Colorado State University Department of Journalism and Technical Communication encourages all students to take advantage of internship opportunities. Internships benefit both the students and the internship sponsors. Students benefit from the opportunity to apply what they have learned in college courses to a work situation, under a trained supervisor in a professional setting. The internship sponsors benefit by establishing a relationship with the school and faculty, by being introduced to potential employees and by the actual work the interns accomplish.

Internships are not required for graduation, but they provide the final preparation for entering the profession. We encourage every student to take part. (See "How to Get an Internship" for details.)

### **Interns can expect to:**

- Receive help from the internship coordinator in locating internships that match their career goals and provide meaningful, responsible work experiences.
- Be supervised, given feedback and suggestions for improvement.
- Be supported by the internship coordinator in dealing with work-related issues.
- Receive a letter grade that reflects their work. Grades are the combination of the supervisor's evaluation; an evaluation of the student's work samples; the intern's journals; required reports, and the department's assessment of the rigor of the particular internship.

### **Interns are expected to:**

- Treat the internship as a professional job and to act accordingly. Students will be placed only in offices where their work will be supervised by a professional in their particular area of communication. National accreditation requirements do not allow academic credit for work on student media such as the *Collegian*, CTV or KCSU.

### **Supervisors can expect to:**

- Receive support from the department in pre-screening applicants so that only qualified students apply, and through phone contacts and visits during the internship.

### **Supervisors are expected to:**

- Provide the department with a written job description and conditions of the internship. (Supervisors may be requested to provide a resume of their professional work.)
- Sign a contract indicating willingness to supervise and evaluate the intern.
- Provide supervision, feedback and a written evaluation.

We encourage pay for interns to help defray their education costs.

JoAnn Cornell  
Internship Director  
Department of Journalism & Technical Communication

## EXAMPLE OF EVALUATION FORM

Please have your internship Sponsor (supervisor) complete this form online at the link provided to him/her via email from JoAnn Cornell. Then have that supervisor submit the evaluation by clicking "submit" at the end of the form. It will come directly to JoAnn Cornell. She will alert you within a week if your supervisor did not complete the evaluation.

Student \_\_\_\_\_

Assigned to work at \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone \_\_\_\_\_

Please rate the student according to the following scale (If not applicable, please mark "N/A" and/or leave blank.):  
**1 = "F" unacceptable; 2 = "D" weak; 3 = "C" average; 4 = "B" good; 5 = "A" excellent.**

### I. Work Habits

1. Always shows up on time as scheduled. Phones when a change of schedule is necessary. Puts in the agreed-upon number of hours each week.

1                      2                      3                      4                      5

2. Responsibility -- Follows through on each assignment, completes work on time.

1                      2                      3                      4                      5

3. Cooperative -- Is agreeable and willing to carry out assignments; works well with supervisor and others on the staff.

1                      2                      3                      4                      5

4. Appearance -- Dresses in a professional, business-like style appropriate for the job.

1                      2                      3                      4                      5

Additional comments on work habits:

### II. Skills

1. Working with people

1                      2                      3                      4                      5

2. Working under deadline pressure

1                      2                      3                      4                      5

3. Initiative/curiosity/self starter

1                      2                      3                      4                      5

4. Reporting/gathering and organizing information

1                      2                      3                      4                      5

5. Accuracy/ attention to detail in his or her work

1                      2                      3                      4                      5

6. Writing

1                      2                      3                      4                      5

7. TV or radio scripting (if applicable)

1                      2                      3                      4                      5

8. Editing/attention to details

1                      2                      3                      4                      5

9. Layout and design (if applicable)

1                      2                      3                      4                      5

10. Photography (if applicable)

1                      2                      3                      4                      5

11. Desktop Publishing/ Computer/or typing skills (if applicable)

1                      2                      3                      4                      5

12. Other skills (please specify)

1                      2                      3                      4                      5

Additional comments on skills:

### III. General Assessment

1. Does it appear that your student is making improvements at the rate you expect?

2. What are this student's major strengths?

3. Are you aware of any major weaknesses? (If so, please note.)

4. What additional training would have been helpful for the student before this internship?

5. Have you encountered any problems during this internship? (If so, please explain.)

Please attach any additional comments that you feel might be useful in evaluating this student. And, THANK YOU!

\_\_\_\_\_  
 (Supervisor's Signature/Date)

# JTC487 AND JTC687 INTERNSHIPS FALL 2009 ASSIGNMENTS

## ASSIGNMENT NO. 1: BACKGROUND REPORT

**DUE MONDAY, SEPTEMBER 21**

A brief, typed report that includes: *(Be sure to answer all five points; please write one to three pages)*

1. A brief history, explaining ownership, funding, and the impact of this organization on the community.
2. A description of the staff, departments and your supervisor's responsibilities.
3. A description of your responsibilities. Tell me when you began and what hours you are working.
4. Describe the audience your organization addresses.
5. Describe the management style of your organization.

*Purpose: to help you understand the organization and to see how your work is a part of the communication process in the community.*

## ASSIGNMENT NO. 2: JOURNAL REPORTS

**DUE: 1. MONDAY, SEPTEMBER 21**

**2. MONDAY, OCTOBER 26**

**3. MONDAY, DECEMBER 7** *(Turn in your final report and journal at this time EVEN IF you are continuing to work at your internship beyond this date.)*

**You must turn in three journal reports. Your supervisor must sign each report.** Journals include hours worked and specific work you have been assigned to do.

*Purpose: This is to help you see how your internship is progressing and to help keep track of your hours and your specific responsibilities at your internship.*

## ASSIGNMENT NO. 3: FIRST EVALUATION

**DUE MONDAY, OCTOBER 26**

This evaluation will come directly from your supervisor; JoAnn Cornell will e-mail it or mail it to him or her. You might need to remind your supervisor to turn it in via e-mail, fax or mail. Once it is completed, review it with your supervisor.

*Purpose: to get feedback early enough in your internship so you can make improvements.*

## ASSIGNMENT NO. 4: FINAL REPORT

**DUE MONDAY, DECEMBER 7**

**Along with your third journal, write an assessment of your internship, and include samples of your best work.** Include good points as well as areas where you think improvements can be made for future internships. Limit your final report to one to three pages. Submit a sample of your best work completed during this internship. Depending upon your internship work, this might be a brochure, business plan, Web page, clips, TV script, tape or any other completed work.

*Purpose: Your own assessment of your work is valuable to you. Your assessment of the internship helps us evaluate this internship opportunity for other students. Work samples will be useful for your portfolio when you begin job hunting.*

## ASSIGNMENT NO. 5: SECOND EVALUATION

**DUE MONDAY, DECEMBER 7**

Toward the end of your internship, your supervisor will be e-mailed a final evaluation form that is to be returned to JoAnn Cornell by **Monday, December 7th**, before you can be given a grade. It is **your responsibility** to see that he/she returns the completed evaluation on time to CSU. Even if you work beyond **Monday, December 7th**, the final evaluation is still due on this date. **Missing evaluations result in an "Incomplete" for the course.**

**(CONTINUED ON NEXT PAGE).....**

## YOUR GRADE:

- You will receive a letter grade for this course. Your letter grade will be determined by your supervisor evaluations, which will be converted to a letter grade, coupled with the penalties outlined for missing, late or poorly completed assignments.
- Penalties for missing, late or poorly completed assignments:
  - Reduction of one full letter grade in the course for each assignment you do not turn in before the end of the semester
  - Reduction of 2-5% of your course grade for each late assignment that you eventually turn in (2% will be deducted for a paper that is one to five days late; 3% for a paper that is six to 12 days late; 4% for a paper that is 13 to 20 days late; and 5% for a paper later than that)
  - Reduction of 2-8% of your final course grade for incomplete or poorly completed work
- Journals must be signed by your supervisor. Handwritten journals are acceptable if readable. The Background and Final Reports should be typed.
- Your internship supervisor will be required to complete two evaluations.
  - The second supervisor evaluation is worth twice as much as the first.
  - JoAnn Cornell will email the evaluations to your supervisor; evaluations will be accepted via email, fax or mail directly from your supervisor, not from you.
  - You are not responsible for your supervisor receiving the evaluation, but you are responsible for making sure that he/she returns the evaluation to JoAnn. **You will get an "Incomplete" in this course if your supervisor neglects to turn in either evaluation.**

## SUBMISSION OF ASSIGNMENTS:

You have several options for submitting your assignments on time:

(1) You may mail assignments and journals to me if you are out of town, but remember that the mail service cannot be blamed for late receipt of assignments. Send mail to: JoAnn Cornell, Dept. of Journalism, Colorado State University, Fort Collins, CO 80523-1785.

(2) You may FAX your assignments to 970-491-2908. Make sure they are sent to JoAnn Cornell's attention.

(3) You may drop them off at JoAnn Cornell's office, C212 Clark, or leave in Cornell's mailbox found in C207 Clark.

(4) You may submit your assignments electronically if the attachments are composed in Microsoft Word or WordPerfect format. Send virus-free material to joann.cornell@colostate.edu

## CONTACT INFORMATION:

**If you have questions, CALL ME ANYTIME:**

970-491-4641; FAX 970-491-2908 or e-mail at joann.cornell@colostate.edu

# Student/Supervisor Agreement for CSU Interns

Date \_\_\_\_\_

I understand that \_\_\_\_\_ will be  
(student's name)

working for \_\_\_\_\_  
(organization)

During the (circle one) Spring, Fall, Summer Semester, 20\_\_\_\_\_, to earn internship credit through the Colorado State University Department of Journalism and Technical Communication.

This student has agreed to work \_\_\_\_\_ hours per week to earn \_\_\_\_\_ credits.  
*(Minimum 10-week internship: 5 hrs/wk = 1 credit; 10 hrs/wk = 2 credits; 15+ hrs/wk = 3 credits)*

I agree to supervise this student's work and to provide two written evaluations to CSU Internship Director JoAnn Cornell.

Supervisor (Print Name) \_\_\_\_\_

Supervisor's Phone Number \_\_\_\_\_

Supervisor's E-mail (required) \_\_\_\_\_

Mail Address (Street/P.O.) \_\_\_\_\_

City/State \_\_\_\_\_

**Signed** \_\_\_\_\_  
(supervisor)

Please return to:

JoAnn Cornell, Internship Director  
Department of Journalism and Technical Communication  
Colorado State University  
Fort Collins, CO 80523-1785  
Ph. 970-491-4641; FAX 970-491-2908; JoAnn.Cornell@Colostate.edu

# Student JTC487/JTC687 Internship Form

**Internship Policy Statement:** The Colorado State University Department of Journalism and Technical Communication encourages all students to take advantage of internship opportunities. Internships benefit both the students and the internship sponsors. Students benefit from the opportunity to apply what they have learned in college courses to a work situation, under a trained supervisor in a professional setting. The internship sponsors benefit by establishing a relationship with the school and faculty, by being introduced to potential employees and by the actual work the interns accomplish. Internships are not required for graduation, but they provide the final preparation for entering the profession. We encourage every student to take part. (See "How to Get an Internship" for details.) Interns can expect to receive help from the internship coordinator in locating internships that match their career goals and provide meaningful, responsible work experiences; be supervised, given feedback and suggestions for improvement; be supported by the internship coordinator in dealing with work related issues; receive a letter grade that reflects their work. Grades are the combination of the supervisor's evaluation; an evaluation of the student's work samples; the interns' journals; required reports, and the department's assessment of the rigor of the particular internship. Interns are expected to treat the internship as a professional job and to act accordingly. Students will be placed only in offices where their work will be supervised by a professional in their particular area of communication. National accreditation requirements do not allow academic credit for work on student media such as the *Collegian*, CTV or KCSU. Supervisors can expect to receive support from the department in pre-screening applicants so that only qualified students apply, and through phone contacts and visits during the internship. Supervisors are expected to provide the department with a written job description and conditions of the internship; sign a contract indicating willingness to supervise and evaluate the intern; provide supervision, feedback and a written evaluation. (Supervisors may be requested to provide a resume of their professional work.) We encourage pay for interns to help defray their education costs.

Anticipated time of internship:  Fall \_\_\_\_\_  Spring \_\_\_\_\_

Name: \_\_\_\_\_ CSU ID No. \_\_\_\_\_

CSU Address: \_\_\_\_\_  
Street, apartment number, etc.

\_\_\_\_\_

City

State

Zip

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Have you earned any JTC487, JTC484, JTC495, or JTC496 credits? If so, how many and what were you doing? \_\_\_\_\_

List any previous internships (for credit or not for credit) \_\_\_\_\_

**Note:** The Journalism and Technical Communication Department allows a maximum of four internship credits during your college career, and you may earn only a total of seven credits in any kind of independent study such as the courses listed above. You may not earn more than 40 credits in JTC courses; you must have at least 80 credits outside of the journalism department.

My JTC concentration is \_\_\_\_\_ Cumulative CSU GPA: \_\_\_\_\_

Expected date of graduation: \_\_\_\_\_ Current Status  Jr.  Sr.  Grad.

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*THIS SECTION ONLY FOR STUDENTS WHO HAVE REQUESTED AN APPEAL:*

**For students:** If you do not have all of the prerequisites for the internship, you can appeal to register for it. The appeals process requires you to obtain a signed verification that your supervisor is willing to work with you as an intern even though you do not have all of the prerequisites, and that the skills you will use for the internship will not be taught in the prerequisite that you don't have. You will need your advisor's signature below to make an appeal. The appeals process takes about one week to complete, so please plan accordingly.

**For adviser:** Please review this form and indicate below if you know this student's work and believe he/she is prepared for an internship. If you cannot judge the student's preparedness, please advise the student to seek a signature from an instructor of his/her latest writing, public relations, broadcast, or cmc class taken.

I know this student's work and believe he/she is prepared for an internship \_\_\_\_\_  
Signature of adviser or appropriate instructor

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**Submit this form to Journalism Department Internship Director, JoAnn Cornell,  
C212 Clark.**