**JAMM 498 Internship packet**

Information, application and evaluation forms are attached.

The following must be completed to receive a passing grade:

- ✔ Internship application
- ✔ Job description, provided by your internship supervisor/employer
- ✔ Mid-term evaluation
- ✔ Final evaluation
- ✔ Final report (see requirements page)

→ Remember, students are responsible for enrollment, whether through the JAMM office or with an add/drop slip.

**Questions?** Contact the JAMM internship coordinator (jammintern@uidaho.edu), and work with your adviser.
Basic Requirements. Applicant must have a declared major or minor in Journalism and Mass Media, have junior class standing or better (58 credits minimum), meet the overall 2.5 GPA graduation requirement, attain a C or better in at least one 200-level JAMM class (225, 252, 265, 275), and complete the attached application form before registering for an internship.

Registration. Students must register for JAMM 498 for the semester or summer session in which the internship occurs. You CANNOT register for an internship online. You will receive an add slip from JAMM after you have submitted your application and job description. You may register for one, two or three credits per internship depending upon the criteria listed in the next section. No more than six credits of JAMM 498 may apply to the 128 needed for graduation. Student should seek the written approval of their adviser before taking the forms to the JAMM internship coordinator.

Credits. A maximum of six internship credits may be used in the JAMM degree program. Based on the following criteria. One credit: observation and general work-related duties as assigned; two credits: above plus demonstrated work product; three credits: all of the previous plus demonstrated competence in the work environment.

Fees. Students registering for summer internships and ones during the intersession between the fall and spring semesters will be charge a fee per credit hour. The fee amount is listed at the Registrar’s Office website.

Evaluation Forms. Student and internship supervisor (in the work place) should agree to an initial work plan. They must also agree to complete and return the attached mid-term and final evaluation forms to the School of Journalism and Mass Media. The supervisor is expected to discuss the evaluation with you before returning it to the School. These forms are meant to provide criteria on which your supervisor can evaluate your work.

The return of the completed and signed evaluation forms and final report is your responsibility. No evaluations, no credits.

Guidelines for JAMM internships. In addition to basic requirements listed above, students should keep in mind the following guidelines.

A. Internships may be through one of the following:
   • For news: a newspaper, Internet news service, traditional news service, television or radio news organization
   • For PR: a PR agency or public relations department within a corporation, not-for-profit or charitable organization or educational institutions.
• For advertising: an advertising agency or an advertising division within a corporation, not-for-profit or charitable organization and media sales.
• For broadcasting and digital media: a radio station, TV station, an Internet or corporate video organization or other audio/video or film organization.
• Other organizations will be considered on an individual basis.
• Internships are meant to provide students with exposure to work environments and provide them with experience and skills necessary in today’s professional media workplaces. Students should make sure their intended internship is relevant and helpful to their professional aspirations.

B. Internships should be for one semester with one supervisor. Different experiences are viewed as more productive than one long internship for the same organization, in which the student expects to earn six credits. Under extraordinary circumstances for organizations that desire a student for a longer experience, the student should prove his/her duties and obligations within the organization changes sufficiently, to demonstrate higher expectations, professional growth and more responsibility.

Final Report. Students must submit a final written report and work samples the last week of the semester in which the internship is completed. The report must be typed and double-spaced, and should be no longer than three pages. It should address the following points:

A. The quality of the internship experience
   • What did you learn?
   • In which areas do you still need to improve or refine your knowledge and skills?
   • If you could do it over, what would you do differently?

B. The organization and supervision
   • Describe for whom you worked.
   • How did your work contribute to the organization or workplace?
   • Describe the feedback you received from your supervisor and fellow workers.
   • If the organization offered you a job, would you take it? (Why or why not?)

C. Additional comments
   • If you have additional comments not covered in the above A and B, please add them.
   • Do you think your internship helped prepare you for work after college?

Final Grade. Internships are graded on a pass/fail basis only. Failure to submit the completed mid-term and final evaluation forms and a final written report by the end of the term enrolled may result in a failing grade.

Questions/concerns/problems. Contact the JAMM internship coordinator with questions or concerns that might arise during the internship (jammintern@uidaho.edu).
JAMM 498 Internship – Mid-term Evaluation

(To be filled out by the student’s immediate supervisor during internship)

Student’s name: _______________________________________________________

Student’s duties/job title:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Supervisor’s name: ____________________________________________________
Title: ________________________________________________________________

Rate the student intern in these general categories:
(Scale: 1 – unsatisfactory; 2 – somewhat satisfactory; 3 – satisfactory; 4 – above average; 5 – excellent)
__ Ability to write/produce/communicate effectively  __ Ability to work with others
__ Ability to work independently  __ Competence in news/media/or academic judgment
__ Ability to complete assigned tasks and meet deadlines  __ Overall quality of student’s work

Please comment on your above responses, and on the intern’s particular strengths and weaknesses (use the back of the form if necessary).

Student’s signature: ___________________________________________ Date: ____________
Supervisor’s signature: ________________________________________ Date: ____________

Return this form to: Internship Coordinator, School of Journalism and Mass Media, University of Idaho, PO Box 443178, Moscow ID 83844-3178 Fax: 208-885-6450 jammintern@uidaho.edu
JAMM 498 Internship – Final Evaluation

(To be filled out by the student’s immediate supervisor at completion of internship)

Student’s name: _______________________________________________________

Student’s duties/job title:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Supervisor’s name: ____________________________________________________
Title: ______________________________________________________________

Rate the student intern in these general categories:
(Scale: 1 – unsatisfactory; 2 – somewhat satisfactory; 3 – satisfactory; 4 – above average; 5 – excellent)

__  Ability to write/produce/communicate effectively                     __ Ability to work with others

__  Ability to work independently                                      __ Competence in news/media/or academic judgment

__  Ability to complete assigned tasks and meet deadlines             __ Overall quality of student’s work

Please comment on your above responses, and on the intern’s particular strengths and weaknesses (use the back of the form if necessary).

Student’s signature: ___________________________________________ Date: ____________
Supervisor’s signature: ________________________________________ Date: ____________

Return this form to: Internship Coordinator, School of Journalism and Mass Media, University of Idaho, PO Box 443178, Moscow ID 83844-3178  Fax: 208-885-6450  jammintern@uidaho.edu
JAMM 498 Internship – Application

Date: ___________________  Semester of proposed internship:  ___ Fall    ___ Spring    ___ Summer      Year: _____________

Student’s name: _______________________________________________________    ID # ____________________________

Major: _________________________________________              Minor: ___________________________________________

Credits completed to date: ______    For how many internship credits are you applying? ________

Overall GPA: _______ (Minimum 2.5 GPA required for doing a JAMM internship)

Student’s Address: _______________________________________________________________________________________

Student’s phone number. ________________________________  E-mail: ___________________________________________

Your signature on this application for an internship indicates that you have read and understand the conditions described in the requirements listed in the document attached to this form.

After you complete the top portion of this application, take the completed form and the job description to your academic adviser for approval, and then to the School of Journalism and Mass Media internship supervisor. You will be given an add/drop form to register for JAMM 498.

_________________________________________________________

Student’s signature

To be completed by your internship supervisor

Supervisor’s name: _____________________________________________________ Phone number: _________________________

Company: ___________________________________________________ Location: _________________________________

Supervisor’s title: ____________________________________________ E-mail: _____________________________________

Is the internship:  PAID ___ or UNPAID ___         If unpaid, will organization cover intern’s registration fees? YES ___ NO __

Internship title and/or description:

Estimated number of hours intern will work per week: _______ Start date: __________   End Date: __________

*** Please provide a job description with this signed application
1. Include list of responsibilities the intern will bear and types of professional knowledge and experience the intern should gain.
2. Detail the nature and extent of the supervision the intern will receive.
3. How will the intern’s work be evaluated?

_________________________________________________________

Internship supervisor’s signature                                                                                            Date

___________________________________________________   __________________________________________________

Major Adviser                                                                                  Internship Coordinator