



# MEEK SCHOOL

## JOURNALISM AND NEW MEDIA

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THE UNIVERSITY OF MISSISSIPPI  
FARLEY HALL, UNIVERSITY, MS 38677

### **Internship Guide/Forms**

An internship is preparation for your career in journalism or integrated marketing communications. To earn academic credit for an internship, it must give you significant professional experience that is relevant to your work in the Meek School. You must be an IMC or Journalism major to earn academic credit for an internship.

#### **IF APPROVED FOR ACADEMIC CREDIT, YOU WILL BE CHARGED TUITION FOR 1-3 CREDIT HOURS**

**IMPORTANT NOTE:** Academic credit for an internship is usually optional as far as the Meek School is concerned. Other than for the Broadcast Emphasis, internships are not part of degree program requirements. Some employers, however, require that students be receiving academic credit in order to qualify. If your prospective employer says you must be receiving course credit, you must become enrolled using these forms. BE CAREFUL not to expend all your credit hours if there's a chance you will seek multiple internships. The Meek School can award no more than 3 credits total, so avoid being in the position of being offered a second or third internship and not being able to accept it if the employer requires credit and you have already earned the 3-hour maximum.

#### **PRINT THIS FORM AND FOLLOW THESE STEPS:**

##### **STEP 1**

Identify the internship(s) you would like to apply for and do some research to find out about qualifications, deadlines, etc. Your internship must require you to do work related to journalism or IMC, such as writing, editing, design, reporting, photography, public relations, social media or direct marketing, sales promotion, branding, etc. Prepare your application, resume and work samples, and then apply to the company or publication.

## **STEP 2**

Once you've been offered an internship, complete the attached student form, ask your internship supervisor to complete the supervisor's form and ensure that both forms are submitted to the internship coordinator for approval. When the forms are approved, you'll be administratively enrolled for 1, 2 or 3 credit hours (your choosing) in either JOUR 495 or IMC 495. This is done in the Meek School office.

**NOTE:** *You must be enrolled for the summer or the semester in which you are completing the internship. There is no credit for internships during Intersessions. You cannot be enrolled after the internship is finished. Deadline for submission of application is at least one week prior to the term your internship begins.*

## **STEP 3**

Take full advantage of your internship experience. Ask questions, volunteer for extra duties, and learn all you can about the company, business or organization in which you're working. Ask for advice from the professionals you meet. Leave a good impression. Be on time. Dress appropriately. Be polite. Be thorough and conscientious in your work. Be a willing worker, and above all, meet all deadlines.

## **STEP 4**

At the completion of your internship, return a packet to the Meek School internship coordinator that includes:

1. **Work samples.** Provide two to three samples or detailed descriptions that can be left in your academic file.
2. A copy of a **formal business letter** you write and send separately, thanking your supervisor for the opportunity and experience.
3. A **4- to 6-page paper** (typed and double-spaced with one-inch margins) that summarizes your internship experience and assesses what you've learned and how it relates to your academic work and your career plans.

*Ensure that you and your internship supervisor have turned in all paperwork to the internship coordinator by the deadline. All items must be submitted by the last day of classes for the term in which you were enrolled.*

## Journalism Internship Student Application

To be filled out by student and returned to the Meek School before internship

**Note:** Internships must offer adequate, relevant experience/academic outcomes and students must meet eligibility criteria.

Student name: \_\_\_\_\_ I.D. # \_\_\_\_\_

Local address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Major: \_\_\_\_\_

Semester for internship enrollment: Fall \_\_\_ Spring \_\_\_ Summer \_\_\_

Credit hours requested for academic credit: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of internship duties:

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Supervisor: \_\_\_\_\_ Email: \_\_\_\_\_

By checking this circle and signing below, I certify that I've read and understand the internship guidelines, and agree to the requirements.

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

## **Internship Supervisor Form**

To be filled out and submitted to the Meek School before intern begins work

Student name: \_\_\_\_\_

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor's name, title \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Intern's expected duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship dates: From \_\_\_\_\_ to \_\_\_\_\_

Number of hours per week (must be at least 20): \_\_\_\_\_ Paid? \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for providing this opportunity to our student.**

Return to:  
Internship Coordinator  
Meek School of Journalism and New Media  
The University of Mississippi  
114 Farley Hall  
University, MS 38677

Telephone: 662.915.1547  
Fax: 662.915.7765  
Email: meekschool@olemiss.edu

## Internship Evaluation Form

To be filled out by the supervisor and submitted at the end of the internship

Intern: \_\_\_\_\_ Internship dates: \_\_\_\_\_

### To the internship supervisor:

Thank you for agreeing to supervise this student's professional internship for academic credit. To award a grade, we will consider, in addition to your evaluation, students' work samples and their paper summarizing their experience.

Please complete and submit the evaluation below. This form will be made available to the student.

Return to:  
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Meek School of Journalism and New Media  
The University of Mississippi  
114 Farley Hall  
University, MS 38677

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### Please circle your responses (1-strongly agree, 5-strongly disagree)

	Agree			Disagree	
1. Intern was punctual	1	2	3	4	5
2. Intern was tactful and polite in dealings with colleagues and the public	1	2	3	4	5
3. Intern had a positive, professional attitude	1	2	3	4	5
4. Intern was eager to learn	1	2	3	4	5
5. Intern completed tasks on time	1	2	3	4	5
6. Intern was receptive to feedback and critiques	1	2	3	4	5
7. Intern worked well without supervision	1	2	3	4	5
8. Intern's writing skills were appropriate to the requirements of the internship	1	2	3	4	5
9. Intern's speaking skills were appropriate to the requirements of the internship	1	2	3	4	5
10. Intern's quantitative skills were appropriate to the requirements of the internship	1	2	3	4	5
11. Intern's technology skills were appropriate to the requirements of the internship	1	2	3	4	5
12. Intern's research skills were appropriate to the requirements of the internship	1	2	3	4	5

- |                                                                                              |   |   |   |   |   |
|----------------------------------------------------------------------------------------------|---|---|---|---|---|
| 13. Intern had a good understanding of mass media in general, and this media field           | 1 | 2 | 3 | 4 | 5 |
| 14. This intern has strong professional potential in this field                              | 1 | 2 | 3 | 4 | 5 |
| 15. Compared to other interns I've worked with, I rate this intern (1 - excellent; 5 - poor) | 1 | 2 | 3 | 4 | 5 |

In the space below, please provide evaluation comments specific to the intern's work in your particular media field (e.g., newspaper, magazine, television news, marketing, radio news, public relations, advertising, etc.). Please comment in terms of the student's knowledge (general and specific), information-gathering abilities, writing, technology skills and professional values.

Based on your interaction with this intern, do you have suggestions for the Meek School of Journalism and New Media's faculty as we strive to keep our curriculum in tune with the highest standards of professional journalism and new media? Please note them below.

Your name/title: \_\_\_\_\_

Your firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, ZIP: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THANKS FOR WORKING WITH THE MEEK SCHOOL**