

# **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
  - ✓ Midterm evaluation
  - ✓ Final evaluation
  - ✓ Final report (see requirements page)
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- Students are responsible for enrolling in the internship course by getting registration permission from the internship coordinator.

**Questions?** Contact the JAMM internship coordinator at [jammintern@uidaho.edu](mailto:jammintern@uidaho.edu) and work with your academic adviser.

# JAMM 498 Internship Requirements

## School of Journalism and Mass Media

### Basic Requirements

Applicants 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, or 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. Before adding the internship course online, students need permission from JAMM after the application and job description have been turned in. Students 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 120 needed for graduation.

Students should seek the written approval of their adviser before sending 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 those during the intersession between the fall and spring semesters will be charged a fee per credit hour. The fee amount is listed at the Registrar's Office [website](#).

### Evaluation Forms

The student and internship supervisor (in the workplace) should agree to an initial work plan. They must also agree to complete and return the attached midterm and final evaluation forms to the School of Journalism and Mass Media. The supervisor is expected to discuss the evaluation with the student before returning it to the School. These forms are meant to provide criteria on which supervisors can evaluate the student's work.

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

### Guidelines for JAMM internships

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

Internships may be through one of the following:

- For advertising: an advertising agency or an advertising division within a corporation, nonprofit or charitable organization and media sales.
- For broadcasting and digital media: a radio station, TV station, an online or corporate video organization or other audio/video or film organization.
- For film and television studies: a film studio, production company, TV station, an online or corporate video organization or other audio/video organization.
- For journalism: a newspaper, magazine, online news, news wire service, TV or radio news

organization.

- For public relations: a PR agency or public relations department within a corporation, nonprofit or charitable organization or educational institutions.

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.

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 should be no longer than three double-spaced pages and should address the following points:

1. The quality of the internship experience
  - a. What did you learn?
  - b. In which areas do you still need to improve or refine your knowledge and skills?
  - c. If you could do it over, what would you do differently?
2. The organization and supervision
  - a. Describe for whom you worked.
  - b. How did your work contribute to the organization or workplace?
  - c. Describe the feedback you received from your supervisor and fellow workers.
  - d. If the organization offered you a job, would you take it? (Why or why not?)
3. Additional comments
  - a. If you have additional comments not covered in the above 1 and 2, please add them.
  - b. Do you think your internship helped prepare you for work after college?

### **Final Grade**

Internships are graded on a pass/fail basis. Failure to submit the completed midterm 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 at [jammintern@uidaho.edu](mailto:jammintern@uidaho.edu).

# JAMM 498 Internship – Application

Date: \_\_\_\_\_ Semester of proposed internship: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year: \_\_\_\_\_

Student's name: \_\_\_\_\_ V # \_\_\_\_\_

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 override 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: \_\_\_\_\_ Email: \_\_\_\_\_

Is the internship PAID or UNPAID? \_\_\_\_\_ If unpaid, will organization cover intern's registration fees? \_\_\_\_\_

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

# JAMM 498 Internship – Midterm Evaluation

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

Student’s name: \_\_\_\_\_

Student’s duties/job title:

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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.

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to: Internship Coordinator, School of Journalism and Mass Media, University of Idaho, 875 Perimeter Drive MS 3178, Moscow ID 83844-3178 or [jammintern@uidaho.edu](mailto:jammintern@uidaho.edu).

# JAMM 498 Internship – Final Evaluation

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

Student’s name: \_\_\_\_\_

Student’s duties/job title:

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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.

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form to: Internship Coordinator, School of Journalism and Mass Media, University of Idaho, 875 Perimeter Drive MS 3178, Moscow ID 83844-3178 or [jammintern@uidaho.edu](mailto:jammintern@uidaho.edu).