MCMA Internship Host Fact Sheet

Overview

The College of Mass Communication and Media Arts at Southern Illinois University has had longstanding relationships with employers to offer hand-on learning opportunities for our students in the School of Journalism; Radio, Television, and Digital Arts; and Cinema and Photography majors.

By the time they apply for internships, students will have received a solid foundation in both the theory and practice of their respective fields. In fact, many of our students start internships with considerable technical and hands-on experience from their coursework and participation in involvement opportunities offered through the college (e.g., WSIU TV/Radio, Daily Egyptian newspaper, National Press Photographers Assoc.to name just a few).

We are always looking to grow our partnerships and look forward to working with your organization.

Credit and/or Pay

- Students who meet basic qualifications are able to complete internships for academic credit through their departments, if desired by student and/or required by the employer.
- We will work directly with the student to provide the information to them to register/receive credit.
- Students completing internships for credit need to work at least 55 work hours for each credit hour they would like to earn. The number of work hours an employer can reasonably give to an intern is up to the employer to determine.
- Internships can be either paid or unpaid.
  - For-profit employers who offer unpaid internships must be compliant with Fair Labor Standards Act.
  - We encourage employers to offer pay, when possible, to ensure a richer, more diverse applicant pool and to help ensure compliance with federal legislation; however, it’s up to the employer to make the determination and to know and follow any legal requirements regarding interns.

Internship Host Site Qualifications

- There must be a dedicated internship supervisor on site to oversee the intern’s work and provide feedback.
- While clerical duties are an expected part of any job/internship, we cannot promote any internships that are primarily clerical in nature. There must be opportunity for some experiential learning in the student’s field of study.
- As employer finds appropriate, opportunities for observation/shadowing, training sessions or workshops, networking, and/or regular structured feedback are encouraged as internship best practices.
- Internships that give a student ownership of a specific project are often the most beneficial.
- Supervisor must submit an evaluation of the intern’s work at the term’s end for student to receive credit.

Considerations before Deciding to Host an Intern

Hosting an intern can be rewarding and beneficial to the employer and to the student, but there are a few basic questions that should be addressed before hiring, such as:

- Do I have time to host an intern? Training, delegating responsibilities, and providing feedback and supervision can be labor intensive at times.
- How many hours a week would I want to host an intern?
- Do I have space and a computer/other equipment needed for an intern?
- Do I have any (non-secretarial) specific projects or tasks appropriate for a college-level intern?
Next steps

1. **Contact us** with the relevant information for your internship opportunity. Please include:
   a. A brief description of the internship and what type of duties, projects the student would get to work on. In order to a good pool of applications, this description is important as it helps the student understand why the internship position will benefit them and why they should apply.
   b. Qualifications
   c. Compensation (does the internship have to be done for credit or is this optional, will the position be paid or unpaid)
   d. How you would like students to apply

2. We will promote your internship to our students. Students should apply directly to your organization; however, if you are reserving potential internship spots specifically for SIU MCMA students and the position is paid, we may be able to assist in collecting and pre-screening applications if needed or desired.

3. If student is completing the internship for academic credit, we’ll need a signed agreement briefly outlining student intern duties and supervisor contact information. The student will give this document to you to review after you have selected them for the position.

   Thank you for your interest in hosting a MCMA Saluki Intern!