SECTION I

ACADEMIC CREDIT BEARING INTERNSHIPS

Departments in the College of Mass Communication and Media Arts at Southern Illinois University provide credit for internships for students who meet the qualifications and stipulations outlined in this document.

To receive credit for your internship you must:

- Be enrolled as a Radio, Television, and Digital Media; Cinema and Photography; or Journalism major
- Be in good academic standing. If RTD student, you must also have minimum 2.5 GPA.
- RTD and CP: Have junior or senior standing and have successfully completed the entry level major courses:
  - Minimum RTD 200 + 201 for RTD students
  - Minimum CP 400 for Cinema; CP 330 for Photography

STIPULATIONS

- No retroactive credit is given for internships.
- You must have a supervisor at your internship site who knows you are undertaking an internship for credit.
- All paperwork must be submitted no later than the 2nd week of the internship.
- Internships are graded pass/fail.
- In order to receive your grade you must have a final evaluation completed by your internship site supervisor and complete any additional work required by your faculty sponsor (e.g., reflection paper).
- Registration and payment for tuition credit/fees are the responsibility of the student under deadlines governed by university policy (e.g., tuition and fee schedule, drop/withdrawal periods).
- SIU must have a signed affiliation agreement on file with your internship site. The MCMA internship coordinating team will help you to secure this agreement.
- While some clerical/administrative duties are absolutely expected, we cannot provide credit for internships that are solely clerical in nature. There must be opportunity for training/hands-on learning or shadowing in your field of study in order to earn credit.
SECTION II
CREDIT TO WORK HOUR RATIOS (1-6 CREDITS PER INTERNSHIP)

Fifty-five (55) internship work hours must be completed to earn one (1) credit hour.

The number of hours you need to average per week will be determined by how many weeks you plan to intern. E.g., 3 credits=165 work hrs. This equates to an average of 11 hours per week for interning 15 wks over fall/spring semester or about 21 hours/week for an 8 week summer term. It is acceptable to have a variable schedule (working more hours one week and less the next) as long as you meet your total hours by the end of the term.

You may work MORE than the minimum number of hours per credit if you wish, but not less. For example, even if your intern site requires you to work 20 hrs/week, it is fine to take only one credit. If you need assistance calculating how many internship work hours you will need per week, please see your academic advisor. Note that the duration and schedule of your internship should be coordinated with your internship site supervisor. If you have agreed to work for a certain number of weeks, it is not acceptable to leave early simply because you have put in all the hours needed for credit.

PROCEDURES

1. Find and secure your internship. You are encouraged to seek guidance from your Chair, Director, Recruitment and Retention Coordinator, and/or SIU’s Career Development Center.
2. If a Journalism student, you must secure a faculty sponsor. CP and RTD will use their department chair as their internship instructor, but RTD students must obtain the signature of a faculty member reference who attests to their readiness to perform an internship.
3. Fill out the internship credit application form in its entirety, read, and sign the conduct agreement.
4. Turn in the completed forms to your academic advisor.
5. Your department will review your materials and approve you to register.
6. Register for internship or practicum credit. Pay your tuition/fee bills from bursar as normal.
7. Ensure your site supervisor fills out an evaluation and you are in touch with your faculty sponsor to complete any academic requirements needed.
SECTION III
MCMA INTERNSHIP CONDUCT AGREEMENT

Students who complete internships are not only representing themselves, but also SIU and the College of Mass Communication and Media Arts. How you perform in an internship will have a direct impact on an employer’s perceptions of SIU and their willingness to offer future internships to MCMA students. Additionally, your conduct during an internship can have a direct influence your own future job opportunities not only at your internship site, but also at other organizations in the media industry.

Therefore, it is your responsibility to:

- Represent yourself, your skills, and past employment/activities accurately in your resume, cover letter, interviews, and all other communications with employers.
- Be courteous and respectful in your communications with employers. Acknowledge calls, emails, and invitations by responding appropriately in a timely manner.
- Stay in the internship for the duration pre-arranged with your internship site and not leave early simply because you have fulfilled the work hours required for credit or find another opportunity.
- Monitor your online and social media presence and remove material employers may deem questionable, inappropriate, or unprofessional when possible.
- Behave in a professional manner, including showing up to all shifts on-time, engaged, and ready to work.
- Withdraw your applications from other organizations once you have formally accepted an offer.
- Discuss and understand academic components with your faculty advisor (e.g., internship paper).

Interns who get the most out of their positions tend to:

- Reflect on what they are learning and how this connects to classroom experiences, goals, and interests.
- Have a positive attitude; regardless of the duties they are given.
- Be humble and see the intern site as a place to absorb knowledge and grow.
- Ask plenty of questions, communicate with employers regarding goals and concerns, and network as much as possible.
- Display energy and enthusiasm and take initiative when appropriate.
- Display solid communication, listening, and teamwork skills.
• Be respectful to all members in the organization from fellow interns to the CEO.
• Take full advantage of the opportunities given and go above and beyond when appropriate.
• Behave professionally (*e.g., show up early, be awake/alert; dress appropriately; err on the more formal side when writing emails; proofread; be friendly/collegial, but don’t over-socialize or abuse break time; avoid gossiping; never bad mouth current or past employers, no texting or chatting during presentations).

If you are ever in doubt about what is standard procedure or behavior in a professional setting, please contact the internship coordinating team with your question. If you are completely dissatisfied with your internship and have been unable to resolve through appropriate communication with your site supervisor, please let the team know. Please also let someone know if you are asked to do something you feel is unsafe or unethical; you will not be penalized for leaving your intern site in that sort of scenario as long as you are keeping the college apprised of the situation.

I certify that I have read the above agreement and will conduct myself in a professional and ethical manner during my internship.

Name: ___________________________  Dawgtag: ___________________________

Signature: __________________________________________________________________________
SECTION IV
MCMA CREDIT-BEARING INTERNSHIP APPLICATION FORM

Name: ___________________________________________ Dawgtag: ___________________________

Phone #: _________________________ Email: ________________________________________________

Term of Internship: Fall ☐ Spring ☐ Summer ☐ Year: 20__________

Major: Radio, Television, Digital Media Journalism Cinema/Photography

Specialization: __________________________________________________________________________

Internship Site/Firm/Organization: ___________________________________________________________

Site Supervisor Name: _________________________________ Supervisor Title: ______________________

Supervisor Phone #: _______________________ Supervisor Email: ________________________________

Address of Internship: _______________________________________________________________________

City:_____________________________________________ State: _______ Zip: ______________

Type of internship: Unpaid ☐ Paid (Hourly) ☐ Paid (Stipend) ☐

Description of likely internship requirements/duties:
How many credit hours do you plan to take? ______

Approx. how many hours per week will you work? ______

Start date: ________________________   End date: __________________________

Signatures

Student
__________________________________________________________________________________

Faculty Sponsor
__________________________________________________________________________________

*Internship Site Supervisor
__________________________________________________________________________________

*If non-local, the internship sponsor may scan or fax the signed page or you may attach an email from them (that must include a signature line with their contact information) confirming they have read and approved your description of potential internship duties.

Notes for intern site supervisors:

• There must be a supervisor who oversees the intern’s work.
• While clerical duties are an expected part of any job/internship, we cannot provide credit for internships that are exclusively clerical in nature. There must be some opportunity for experiential learning or shadowing/observation related to student’s field of study.
• As you find appropriate, opportunities for shadowing, training sessions, ownership of specific projects, hands-on work, and/or regular structured feedback are encouraged as for-credit internship best practices.
• Please let us know in the unlikely circumstance you need to let an intern go.
• The supervisor must submit an evaluation of the intern’s work at the term’s end for student to receive credit.