Communication Studies/Journalism
Internships General Guidelines

WEBSITE:

http://www.al.csus.edu/coms/
On the left-hand side, click on “Internships”

PREREQUISITES:

COMS 195 Prerequisites:
- COMS 100A or 12 units of upper division COMS credit
- For Digital Video & Film Concentrations: COMS 27 A & B, and COMS 128
- For Public Relations Concentrations: JOUR 30 and COMS 123

JOUR 195 Prerequisites:
- JOUR 130A and JOUR 130B

TYPES OF INTERNSHIPS:

Pre-approved: These internships can be found on the Internship website under “Internship Opportunities.” These are established internship opportunities that are found on our website.

Create-Your-Own (CYO): These are internships that have not been pre-approved. They are internships you find on your own that are not found on our website. These internships must be approved by Dr. Humphrey before you can begin the internship.

Teaching Assistant (TA): This is when you work with a Sac State COMS or JOUR professor as your internship.

APPLICATIONS:

All applications are available on our website under “Applications and Forms.” There are 3 different applications (Internship Application, CYO Application, and TA Application). Make sure to fill out the correct application.

APPLICATION PROCEDURE:

- Review internships available on Internship website under “Internship Opportunities” or find a Communication Studies/Journalism related internship on your own.
- Contact agencies and make arrangements for the internship of your choice. **Placement is the student’s responsibility.**

**-OVER-**

- Complete and return your Internship Application (hard-copy) to Internship Assistant (MND 5025 or 5014) – **MAKE A COPY OF YOUR COMPLETED APPLICATION FOR YOUR RECORDS.** If you do not complete an application, you will not receive the necessary information for successful completion of your internship. Those without an application by the end of the third week of the semester will be dropped from COMS/JOUR 195. Remember, Create-Your-Own Internship applications and/or students enrolling in more than 3 units are subject to approval.

- Enroll in COMS/JOUR 195 **before the end of the 2nd week of the semester** (through MySacState). Coordinators cannot enroll you. **Be sure to enroll in the correct number of units through MySacState—the default is 1 unit—there is a dropdown menu to select more than 1.**

  1 unit = 50 hours of internship work
  2 units = 100 hours of internship work
  3 units = 150 hours of internship work
  up to 6 units = 300 hours of internship work (anything over 3 units requires additional coordinator approval)

- Attend orientation meeting which is usually held the second or third week of each semester. Look for notice on the Internship website and for postings in Mendocino Hall by elevators and in stairwells for semester-specific information.

**REQUIREMENTS FOR INTERNSHIP CREDIT**

After securing your approved internship, completing the appropriate application, and attending orientation, you will receive an email with information on the requirements to receive credit. There is also an Orientation Handout on the internship website with this information for reference. All interns must fulfill the following requirements:

- Work the minimum of 50 hours per unit enrolled.

- Write two papers and only one paper if you are taking 1 unit (look at paper guidelines on website for questions to answer). Note: No feedback will be given unless there is a problem.

- Have your supervisor turn in their evaluation of your internship work.
If students registered for COMS/JOUR 195 do not complete the requirements above, those students will receive an incomplete. You will have 1 year to complete the requirements before it turns into a failing grade.

QUESTIONS?

Internship Assistant  | MND-5025  | (916) 278-5316  | comsintern@csus.edu  | (Fall and Spring only)
-OR-
Dr. Robert Humphrey, Internship Coordinator  | MND-5013  | (916) 278-7895  | (Fall, Spring, and Summer)