



California State University, Sacramento
Communication Studies Department
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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)

Department of Communication Studies Guidelines for Communication Studies and Journalism Interns

Based on the feedback that we have received from many of the organizations that have offered internship opportunities, we have developed some guidelines about appropriate appearance and professional behavior for our interns.

This page describes the internship requirements. **Please read this page carefully!** It contains information you need to obtain academic credit for your internship. It is important to note that you receive credit for meeting all the requirements, not just for putting in hours.

Start/Stop Dates: Some internships have start and stop dates which differ from the semester. Make sure you discuss with your agency supervisor exactly when you will end your internship. Also make sure you are in agreement as to whether or not you should report during holidays.

Grading: If your report and evaluations are comprehensive, responsive and submitted by the deadline, and if you fulfilled your internship hours and your supervisor's evaluation is satisfactory, you will be assigned a grade of "C" or "Credit." If the internship is partially completed by the end of the semester and the first report has been submitted, you will receive an "I" or "Incomplete." You will have 1 year to complete the requirements. Then the "Incomplete" will either be changed to a "Credit" upon successful completion of the internship requirements or an "F" if the requirements are still not met. If the internship is not satisfactorily completed, then "NC" or "No Credit" will be reported. (Credit/No Credit does not affect your grade point average, only your units earned.)

Days/Hours: Many internships permit days and hours to be adjusted to the student's schedule, but a few require specific days and hours. Make sure you understand what days and hours are expected. Brief absences because of illness can be made-up by arrangement with your agency supervisor, but if there is an extended period of absence call the faculty supervisor as well so that adjustments may be made to maintain your credit agreement. Always notify your supervisor if you are going to be late or absent.

Email Address Changes: Since we must be able to contact you by email during the semester, we must have your current email address in our file. If you change your email address during the semester, please contact us.

Problems: We work on the assumption that your internship will proceed smoothly throughout the session with no problems, but we know that won't always be the case. If you encounter difficulty with the program you are in, try to work it out with your supervisor first. Most intern supervisors are as interested in providing a good experience for you as you are in having one; they will listen and try to work out problems, but they may not recognize there are problems unless you tell them. If you are uncomfortable talking directly with your supervisor, or you attempted to work out the situation but were unable to, contact the Internship Assistant or Dr. Humphrey as soon as possible to help you resolve problems. Don't just quit without informing anyone of the problem and allowing them to help you find a solution.

DOs:

- DO arrive on time. Make sure you are clear about when you are expected.
- DO notify your supervisor if you expect to be late or absent.
- DO address others in your organization courteously and respectfully.
- DO dress appropriately. As interns, remember that you represent both our Department to your organization and your organization to its clients.
- DO demonstrate initiative in finding what you are expected to do.
- DO be courteous and professional in your telephone and personal interactions with the public as well as with those with whom you work.
- DO ask your supervisor about what personnel and/or internship policies apply to you.
- DO communicate any problems you may be having with the Department Internship Office.
- DO keep a journal of your activities and observations that you can use when you write your internship reports.
- DO be aware of the ethical implications of your actions.

DON'Ts:

- DON'T use your organization's resources (computers, printers, copiers, paper, etc.) for personal projects.
- DON'T make or receive personal telephone calls at your organization.
- DON'T give out information unless you are clearly authorized to do so. If you are not sure when it is appropriate to give out information, ASK.
- DON'T do homework or other personal work during internship hours.
- DON'T take food or drink to your internship without permission. If your schedule requires you to have meals during internship hours use appropriate facilities (such as a lunchroom) or go outside.
- DON'T sit around and wait to be told what to do. Ask or find something useful to do.

One final note: Although rare, sexual or other harassment is a real hazard. Sexual harassment is usually defined as unwanted sexual attention or contact or the creation of a hostile work environment. If the behavior of anyone at your internship makes you uncomfortable, please notify me immediately.

Thank you for your attention to these suggestions. As always, if you have any questions or problems, please call me during the office hours listed in the letter accompanying these guidelines or email me at any time.

Internship Coordinator