

JOURNALISM & MEDIA
COMMUNICATION

Student Internship Packet

Includes:

- How to get an internship
- Internship policy
- Assignments
- Student and supervisor forms

Kim Spencer,
Internship Coordinator
C226 Clark
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How to get an internship

Do you meet the prerequisites? All journalism interns are recommended to have completed the following courses to qualify for a credit internship:

| | |
|-------------------|---|
| News-Editorial: | JTC100, JTC210, and JTC320 |
| Public Relations: | JTC100, JTC210, JTC350, and JTC351 |
| TV/Video: | JTC100, JTC210, and JTC340 or JTC341 |
| Specialized/Tech: | JTC100, JTC210, JTC310, JTC361, and JTC461 or JTC464 |
| CMC: | JTC100, JTC210, JTC365 and one of following (JTC326, JTC335, JTC372, JTC373 or JTC460) |

Note: *If a student wants an internship outside of his/her concentration, i.e. a student in the TV/Video concentration wishes to have an internship in print journalism, the student must meet the prerequisite for the concentration in which he/she desires the internship.*

Select internships that interest you and apply for them much like you would apply for any job. If you find an internship on your own, you must obtain Kim Spencer's approval before you can earn credit. It is a good idea to meet with her before you send out your resume and cover letter.

Review available internships by looking online at <https://career.colostate.edu/handshake/> **or find your own and contact Kim Spencer for approval**

If you need a letter confirming that you will receive academic credit, please contact Kim Spencer.

Submit THREE completed forms ("Student JTC487 and JTC687 Internship Form," the "Student/Supervisor Agreement for CSU Interns" form, AND the Liability and WC form), to Kim Spencer. Once Kim approves the forms, she will send you an email with instructions to register for the course. Students must register for an internship at least 10 weeks prior to the end of the semester in which they are doing the internship. Forms are available in this packet at the journalism department website.

During your internship you will be required to:

1. Maintain a weekly journal
2. Write a background report on the organization
3. Write a final report on the internship and provide samples of your best work

Notes:

- *Total hours needed for internship is dependent upon the number of credits receiving. For one credit-minimum of 50 hours; two credits-minimum of 100 hours; three credits-minimum of 150 hours*
- *CSU students may earn only four total internship credits. Only seven credits combined of JTC484, JTC487, JTC495 and JTC496 will be allowed in degree fulfillment with no more than three credits applied toward fulfillment of JTC elective credit. You cannot earn more than 40 credits in journalism and must have 80 credits outside the journalism department to graduate.*

Internship Policy Statement

The Colorado State University Department of Journalism and Media Communication encourages all students to take advantage of internship opportunities. Internships benefit both the students and the internship sponsors. Students benefit from the opportunity to apply what they have learned in college courses to a work situation, under a trained supervisor in a professional setting. The internship sponsors benefit by establishing a relationship with the school and faculty, by being introduced to potential employees and by the actual work the interns accomplish.

Internships are required for graduation, and they provide the final preparation for entering the profession. We encourage every student to take part. (See "How to Get an Internship" for details.)

Interns can expect to:

- Receive help from the internship coordinator in locating internships that match their career goals and provide meaningful, responsible work experiences.
- Be supervised, given feedback and suggestions for improvement.
- Be supported by the internship coordinator in dealing with work-related issues.
- Receive a pass/fail grade that reflects their work. Grades are the combination of the supervisor's evaluation; an evaluation of the student's work samples; the intern's journals; required reports, and the department's assessment of the rigor of the particular internship.

Interns are expected to:

- Treat the internship as a professional job and to act accordingly. Students will be placed only in offices where their work will be supervised by a professional in their particular area of communication. National accreditation requirements do not allow academic credit for work on student media such as the *Collegian*, CTV or KCSU.

Supervisors can expect to:

- Receive support from the department in pre-screening applicants so that only qualified students apply, and through phone contacts and visits during the internship.

Supervisors are expected to:

- Provide the department with a written job description and conditions of the internship. (Supervisors may be requested to provide a resume of their professional work.)
- Sign a contract indicating willingness to supervise and evaluate the intern.
- Provide supervision, feedback and a written evaluation.

We encourage pay for interns to help defray their education costs.

Kim Spencer, Internship coordinator
Department of Journalism and Media Communication
Clark C226
Kimberly.spencer@colostate.edu

JTC487 AND JTC687 INTERNSHIPS ASSIGNMENTS

ASSIGNMENT NO. 1: BACKGROUND REPORT

A brief, typed report that includes: *(Be sure to answer all five points; please write one to three pages)*

1. A brief history, explaining ownership, funding, and the impact of this organization on the community.
2. A description of the staff, departments and your supervisor's responsibilities.
3. A description of your responsibilities. Tell me when you began and what hours you are working.
4. Describe the audience your organization addresses.
5. Describe the management style of your organization.

Purpose: to help you understand the organization and to see how your work is a part of the communication process in the community.

ASSIGNMENT NO. 2: JOURNAL REPORT

You must turn in a journal report. Your supervisor must sign the report. Journal includes hours worked and specific work you have been assigned to do.

Purpose: This is to help you see how your internship is progressing and to help keep track of your hours and your specific responsibilities at your internship.

ASSIGNMENT NO. 3: FINAL REPORT

Along with your third journal, write an assessment of your internship, and include samples of your best work. Include good points as well as areas where you think improvements can be made for future internships. Limit your final report to one to three pages. Submit a sample of your best work completed during this internship. Depending upon your internship work, this might be a brochure, business plan, Web page, clips, TV script, tape or any other completed work.

Purpose: Your own assessment of your work is valuable to you. Your assessment of the internship helps us evaluate this internship opportunity for other students. Work samples will be useful for your portfolio when you begin job hunting.

ASSIGNMENT NO. 4: EVALUATION

Toward the end of your internship, your supervisor will be e-mailed a final evaluation form that is to be returned to Kim Spencer before you can be given a grade. It is **your responsibility** to see that he/she returns the completed evaluation on time to CSU. Even if you work beyond the end of the term, the final evaluation is still due on the date specified on RamCT. **Missing the evaluation results in an "Incomplete" for the course.**

YOUR GRADE:

- *You will receive a pass/fail grade for this course. Your grade will be determined by your supervisor evaluation, which will be converted to a letter grade, coupled with the penalties outlined for missing, late or poorly completed assignments.*
- Journal must be signed by your supervisor. Handwritten journals are acceptable if readable. The Background and Final Reports should be typed.
- Your internship supervisor will be required to complete an evaluation.
 - Kim Spencer will email the evaluation to your supervisor; evaluations will be accepted via email, fax or mail directly from your supervisor, not from you.
 - You are not responsible for your supervisor receiving the evaluation, but you are responsible for making sure that he/she returns the evaluation to Kim. **You will get an "Incomplete" in this course if your supervisor neglects to turn in an evaluation.**

SUBMISSION OF ASSIGNMENTS:

You have several options for submitting your assignments on time:

- (1) You may mail assignments and journals to me if you are out of town, but remember that the mail service cannot be blamed for late receipt of assignments. Send mail to: Kim Spencer, Dept. of Journalism, Colorado State University, Fort Collins, CO 80523-1785.
- (2) You may FAX your assignments to 970-491-2908. Make sure they are sent to Kim Spencer's attention.
- (3) You may drop them off at Kim Spencer's office, C226 Clark, or leave in Spencer's mailbox.
- (4) You may submit your assignments electronically if the attachments are composed in Microsoft Word format. Send virus-free material to kimberly.spencer@colostate.edu

CONTACT INFORMATION:

If you have questions, call or email me :

970-491-0612 or e-mail at Kimberly.spencer@colostate.edu

Student/Supervisor Agreement for CSU Interns

Date _____

I understand that _____ will be
(student's name)

working for _____
(organization)

During the (circle one) Spring, Fall, Summer Semester, 20_____, to earn internship credit through the Colorado State University Department of Journalism and Technical Communication.

This student has agreed to work _____ hours to earn _____ credits.
(1 credit=50 hours, 2 credits=100 hours, 3 credits = 150 hours)

I agree to supervise this student's work and to provide a written evaluation to CSU Internship Coordinator Kim Spencer.

Supervisor (Print Name) _____
Supervisor's Phone Number _____

Supervisor's E-mail (required) _____

Mail Address (Street/P.O.) _____

City/State _____

Signed _____
(supervisor)

Please return to:

Kim Spencer, Internship Coordinator, Department of Journalism
and Media Communication
Campus Box 1785
Colorado State University
Fort Collins, CO 80523-1785
Ph. 970-491-0612; FAX 970-491-2908; kimberly.spencer@Colostate.edu

Student JTC487/JTC687 Internship Form

Internship Policy Statement: The Colorado State University Department of Journalism and Media Communication encourages all students to take advantage of internship opportunities. Internships benefit both the students and the internship sponsors. Students benefit from the opportunity to apply what they have learned in college courses to a work situation, under a trained supervisor in a professional setting. The internship sponsors benefit by establishing a relationship with the school and faculty, by being introduced to potential employees and by the actual work the interns accomplish. Internships are required for graduation, and they provide the final preparation for entering the profession. (See "How to Get an Internship" for details.) Interns can expect to receive help from the internship coordinator in locating internships that match their career goals and provide meaningful, responsible work experiences; be supervised, given feedback and suggestions for improvement; be supported by the internship coordinator in dealing with work related issues; receive a letter grade that reflects their work. Grades are the combination of the supervisor's evaluation; an evaluation of the student's work samples; the interns' journals; required reports, and the department's assessment of the rigor of the particular internship. Interns are expected to treat the internship as a professional job and to act accordingly. Students will be placed only in offices where their work will be supervised by a professional in their particular area of communication. National accreditation requirements do not allow academic credit for work on student media such as the *Collegian*, CTV or KCSU. Supervisors can expect to receive support from the department in pre-screening applicants so that only qualified students apply, and through phone contacts and visits during the internship. Supervisors are expected to provide the department with a written job description and conditions of the internship; sign a contract indicating willingness to supervise and evaluate the intern; provide supervision, feedback and a written evaluation. (Supervisors may be requested to provide a resume of their professional work.) We encourage pay for interns to help defray their education costs.

Anticipated time of internship: Summer _____ Spring _____ Fall _____

Name: _____ CSU ID _____

CSU Address: _____
Street, apartment number, etc.

City

State

Zip

Phone: _____ E-mail: _____

Have you earned any JT487, JT484, JT495, or JT496 credits? If so, how many and what were you doing?

List any previous internships (for credit or not for credit) _____

Please note that the Journalism and Media Communication Department allows a maximum of four internship credits during your college career, and you may earn only a total of seven credits in any kind of independent study such as the courses listed above. You may not earn more than 40 credits in JT courses; you must have at least 80 credits outside of the journalism department.

My JT concentration is _____ Cumulative CSU GPA: _____

Expected date of graduation: _____ Current Status Jr. Sr.
Grad.

If your summer address is different from the one above, please provide that address below:
Street, apartment number, etc.

Address: _____

City

State

Zip

Phone: _____ E-mail: _____

THIS SECTION ONLY FOR STUDENTS WHO HAVE REQUESTED AN APPEAL:

For students: If you do not have all of the prerequisites for the internship, you can appeal to register for it. The appeals process requires you to obtain a signed verification that your supervisor is willing to work with you as an intern even though you do not have all of the prerequisites, and that the skills you will use for the internship will not be taught in the prerequisite that you don't have. You will need your advisor's signature below to make an appeal. The appeals process takes about one week to complete, so please plan accordingly.

For adviser: Please review this form and indicate below if you know this student's work and believe he/she is prepared for an internship. If you cannot judge the student's preparedness, please advise the student to seek a signature from an instructor of his/her latest writing, public relations or broadcast class taken.

I know this student's work and believe he/she is prepared for an internship

Signature of adviser or appropriate instructor

Submit this form to Journalism Department Internship Director, Kim Spencer, Clark C226

INFORMATION REGARDING LIABILITY PROTECTION AND WORKERS' COMPENSATION INSURANCE FOR INTERNS

To the Intern and the Internship Provider/Supervisor:

It is imperative that you read and understand the following information regarding internships, both remunerated and non-remunerated, required and optional. Then sign the statement acknowledging that you have done so.

Most of the following information is taken from <http://www.ehs.colostate.edu/WInsurance/home.aspx> and all has been approved by an Office of Risk Management representative. If you have any questions please call Risk Management front desk at 491-6745. The Office of Risk Management is housed with EHS in the General Services building, west of the CSU athletic track.

Introduction:

The protections provided against liability and the coverages for workers' compensation are both statutory under Colorado law. However, they are different laws, and there may be cases where a student intern will have one but not the other. The following applies for students registered for internship courses at Colorado State University. Regardless, protections and/or coverages provided apply only while the student is engaged in the scope of assigned duties.

Liability Protection and Insurance

Students serving in internships or practica have some insurance protections and insurance provided by the university.

Liability protection is provided through immunity under the Governmental Immunity Act. These protections are only provided for required internships at CSU and are never provided for optional internships. Student interns are protected by the University's liability while under the direct supervision and control of the university. No protection is provided if acts are willful, wanton, intentional or criminal.

Please Note: If an intern is using a personal vehicle to perform internship duties, he/she is responsible for insurance coverage and damages. Interns should check with their insurance companies to be sure their automobile insurance (and, in the case of bicycles, their personal property insurance) is up to date.

Workers' Compensation Insurance

Benefits due an injured employee are mandated by Colorado Statute (8-40-101 CRS et seq). Workers' Compensation insurance covers all University paid employees, including students paid by CSU. This includes interns and graduate assistants performing work for which they are paid through the payroll. **Students serving in unremunerated internships at/with Colorado State University are not covered by Workers' Compensation.**

Workers' Compensation insurance is provided to student interns serving in internships at/with a cooperating agency either by the cooperating agency if the student is remunerated in any way (including salary, or stipend, or room and/or board), or by the workers' compensation insurance of the University **if the student is not remunerated by the cooperating agency.**

In the Case of Injury or Illness within the Scope of Assigned Duties

- All claims for Workers' Compensation must be filed with CSU's Office of Risk Management within 5 calendar days of the occurrence of the injury or illness. Thus, it is essential that, in the case of work related injury or illness, interns immediately inform the English Department Internship Coordinator (Cassie.Eddington@colostate.edu, 970-491-3438) and/or the English Department Office Manager, 491-6429), or the English Department Chair, Louann Reid (Louann.Reid@colostate.edu).
- Case handling for individual claims is the responsibility of the Office of Risk Management.
- All employees in the Fort Collins area injured while performing University work responsibilities must be treated medically by one of the University's Designated Medical Providers, including (among others) Occupational Health Services (OHS) at Poudre Valley Hospital and Concentra Medical Center, in order to receive full Workers' Compensation insurance for payment of medical treatment. See the EHS Web site for a complete list of Designated Medical Providers.

Please Note:

- In all cases, if any coverage is provided by the placement business or agency, the student's internship supervisor (from the agency) must provide the necessary paper work informing the intern of the specifics of this coverage.
- If a cooperating agency requests certification of protections and insurance provided to the student intern by the University, this must be requested from EHS by furnishing the required information on department letterhead (see EHS Web site for required information).
- **In all cases, it is prudent for the student to have his/her own insurance** and to contact his/her insurance agent regarding the specific types of coverage (including Professional Liability). Those individuals not covered for workers' compensation are encouraged to provide personal medical insurance coverage for injuries.

Check-List for Liability Protection and Workers' Compensation—Please Check Those That Apply to Your Internship

Personal Health Coverage/Insurance

_____ Student serving internship has own insurance coverage (see above)

Liability Protection

_____ Only required internships at CSU, directly supervised and under the direct control of a CSU employee, are provided with Liability Protection (see website).

Workers' Compensation

_____ Student serving internship at/with CSU, Unremunerated—Is not covered by CSU's Workers' Compensation Insurance

_____ Student serving internship at/with CSU, Remunerated—Is covered by CSU's Workers' Compensation Insurance

_____ Student serving internship with cooperative (non-CSU) agency, Unremunerated—Is covered by CSU Workers' Compensation Insurance

_____ Student serving internship with cooperative (non-CSU) agency, Remunerated—Is not covered by CSU; is covered by cooperative agency

I hereby acknowledge having read and understood the above information/warning.

Student Intern: _____ Date: _____

Supervisor (Cooperating Agency or CSU [if the internship is supervised by a member of the CSU

faculty or staff]): _____ Date: _____