

Application Guidelines For The Department of Media Studies Internship Program For Media Studies Majors Only

Please read the following guidelines that apply to the Media Studies Internship Program before filling out your application. These guidelines must be adhered to and therefore it is important that you understand them completely.

SETTING UP THE INTERNSHIP: The Internship Application is an agreement among the student, the Internship Sponsor, and the Department of Media Studies. The student and internship sponsor discuss and outline goals, tasks, and hours/week schedule for the internship. The student's signature agrees that he or she will fulfill the internship requirements. The sponsor agrees to involve the student in certain activities. The Department of Media Studies agrees on behalf of the University of Virginia to grant one course credit hour for the successfully completed internship. **REMINDER: YOU MUST REGISTER AND PAY TUITION FOR MDST 3800 IN EITHER THE SPRING OR FALL SEMESTER TO RECEIVE ACADEMIC CREDIT.**

APPROVAL: The Department of Media Studies Chair or Director of Undergraduate Programs must approve the Application for the Internship. The application remains in the Media Studies office, with copies to both the student and sponsor. No internship will be counted for credit unless it has been approved and is on file before the internship begins. Retrospective credit for internships will be granted only under exceptional circumstances.

TROUBLESHOOTING: If an internship founders and cannot be put right, you and the sponsor may agree to terminate the internship. If no agreement can be reached, the Department of Media Studies Chair or Director of Undergraduate Programs may release you from the agreement on the understanding that no credit will be received for internships that are not completed. You will not be stigmatized for dropping an internship, but you should understand that an internship agreement carries the same commitment as in any work or professional situation and should not be entered into lightly.

The Following EVALUATION process will apply:

All internships taken for credit require evaluation and **assessment by you and the sponsor**. While you do not receive a grade for internships, you will receive one (1) credit. Credit cannot be assigned until evaluations are filed stating that the internship has been satisfactorily completed, and all paperwork has been submitted to the Department of Media Studies Chair or Director of Undergraduate Programs. Failure to file these items in a timely manner will result in the withholding of credit for the internship (as in completion of work for any course).

MID-TERM REPORT: You will need to write a 1-2 paragraph report midway through your internship on how your internship is progressing and if there are any issues that you feel are not meeting your expectations.

SPONSOR EVALUATION: The Sponsor is required to complete an evaluation form upon completion of your internship. This form entitled, *Sponsor Evaluation Form*, can be found on the Media Studies website: This form should be handed in with the final paper.

FINAL PAPER: You will need to write a 2-3 page paper on some aspect of the internship experience. Such a paper might address the experience of working to create a news story, establish client relations, deal with the financial or legal realities of a media environment, assess the design process of working in a group or team situation, address issues of audience and their effect on the shape of media communication, or any other aspect of the experience that allows for reflective insight. This paper is due to the Department of Media Studies Chair or Director of Undergraduate Programs on the last day of classes for the semester in which the internship credit is received. This paper, along with your mid-term report, an evaluation form from the Sponsor, and the Student Internship Questionnaire must be turned in before credit will be given for the internship.

STUDENT EVALUATION: You will be required to hand in a *Student Internship Questionnaire* with your Final paper. This form can also be found on the Media Studies website.

Media Studies Internship Program Application (cont.)
You must be a Media Studies major to apply

Fill out ALL sections of this application and return it to the Media Studies Office 217 Wilson Hall
PRIOR TO UNDERTAKING YOUR INTERNSHIP

NAME: _____ **EMAIL:** _____ **PHONE #:** _____

NAME OF COMPANY OR ORGANIZATION FOR INTERNSHIP:

NAME AND TITLE OF INTERNSHIP SUPERVISOR/SPONSOR:

COMPANY ADDRESS: (street) _____

(city): _____ (state) _____ (zip) _____

COMPANY PHONE: _____ **Supervisor's EMAIL:** _____

Supervisor _____
(signature required)

SUPERVISION: Description of the role your supervisor will play with you.

GOALS: Your goals should be realistic, they may be practical, professional, intellectual but they must be realizable.

TASKS: These may overlap with the goals, but it should be clear what kinds of tasks the intern should expect to perform on a regular basis.

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TIME COMMITMENT: Clear expectations of hours to be spent at the internship and beginning and end dates – these **MUST** be set in advance of the start of the internship. *Minimum* time commitment is 10-15 hours/week, but may be more!

Start date: _____ End Date: _____

Number of hours per week: _____

CONTACT INFORMATION: telephone numbers, email, address, and any other emergency and daily contact information for you.

I understand that this internship must be unpaid in order that I may receive academic credit. (Note: Students are allowed to receive travel allowances or living stipends. Any form of salary or wage is not permitted. If you have any questions, please consult the Director of Undergraduate Programs of Media Studies.)

Student _____
(signature required)

**“On my honor as a University of Virginia student,
I will adhere to the Internship Guidelines and Requirements.”**

Chair or Director of Undergraduate Programs approval _____
(signature required)