

## **E. W. SCRIPPS SCHOOL OF JOURNALISM INTERNSHIP REQUIREMENTS**

### **Why Do An Internship?**

The E. W. Scripps School of Journalism requires all majors to complete an internship in order to graduate. The internship is designed to provide the student an experience in a career setting outside the classroom. Internships can provide hands-on professional experience, professional contacts, and a competitive edge in job placement. Some internships may offer a stipend, most are voluntary. There are several reasons for doing an internship, all that are beneficial to you.

1. Employers often require internships. Employers in our industries of advertising, broadcast, online, news ed, and public relations want to see that you not only have the initiative to gain an internship, but that you have some real world experience in your field of study.
2. An internship is an opportunity for you to enhance your career development by demonstrating competencies in the workplace.
3. An internship is an opportunity for you to test what you've learned in the classroom and to learn new things.
4. An internship is an opportunity for you to observe first-hand what it might be like to work in the industry of your choice full-time.
5. An internship provides an opportunity for you to become aware of cross-cultural experiences – many times in the areas of age and status.
6. An internship provides an opportunity for ethical development as you observe and come face-to-face with dilemmas inherent in making business decisions.
7. An internship provides personal growth and leadership opportunities. This is a chance for you to discover and/or reinforce skills and interests in a new environment.

### **How to Meet your Graduation Internship Requirement**

1. Secure an internship in your field of study that will provide at least 200 contact hours with the employer. Internships can be paid or unpaid. Information on internship opportunities is available through the JSchool website ([scrippsjschool.org](http://scrippsjschool.org)), College of Communication Internship Coordinator Karen Peters, University Career Services, industry web sites, career fairs, student organizations, and your adviser.
2. Secure your adviser's approval of the internship you have received. This is an important step because in the end, the adviser must sign off on this. Do the legwork up front.
3. Use the attached internship form and fill out the personal information areas on the form - sign and date it.
4. Using the internship form, have your employer evaluate your performance when you have completed the internship. Make certain your supervisor signs and dates the form. Your supervisor should return the form to you.
5. Return the completed form to Schoonover 223. The front office administration will secure your adviser's signature, and then forward the form to the proper channels so that your internship can be credited to your DARS as completed and will be included in your student file.

## **How to Make the Most of Your Internship**

The principle responsibility for arranging the internship rests with the student. Think about the type of work you would be interested in as well as the environment. An internship should be a learning experience, so make certain there is a learning agenda when you make the arrangements with the employer. Additionally, remember that you are representing the E. W. Scripps School of Journalism and Ohio University when you are working at your internship. What you do and how you perform reflect not only on you, but also on the School and our other students, as well as the University as a whole. Here's some advice about ways to adjust to the work routine and set you apart from other interns:

1. Remember the employer is investing time and energy to train and supervise you. Services of value are expected in return. This is a reciprocal arrangement: you exchange your work in return for on the job training; work experience is an important resume item.
2. As the new kid on the block, you may be assigned some "gofer" work, the least desirable hours, necessary evil work. That's part of paying your dues. Do it happily. Your attitude about this work may be one of the first things your supervisor notices about you.
3. Be punctual! If you are typically the last one to show up or are traditionally late – REFORM! Even if your co-workers are late, be on time. Many bosses notice and in the short time you are there, they may have little else to evaluate you on. Punctuality is important.
4. Don't be a "clock watcher" – stay a little after quitting time.
5. Don't abuse lunch and work breaks. Be punctual in this regard as well.
6. If you must take a personal phone call at work – keep it short and limited.
7. Don't e-mail, instant message, search the web, or play games on company time. Computer time is for work related activities.
8. Limit your requests for days off. Work is work and it sometimes requires tough decisions. You may not be able to do all you want because of the work commitment.
9. Work attire is very important. Ask if there is a dress code and be attentive to what others wear. Your clothes should not be what people remember about you. Common terminology in dress codes says that it is a violation of the dress code to wear anything that "brings undo attention to an individual." This would include facial hair, hair cuts, color, piercing, tattoos, and provocative clothing. Err on the side of conservative.
10. Meet deadlines. Even for small, seemingly unimportant tasks – this is the most common reason for interns not getting a full-time job offer.
11. Go to work every day excited to be there. **AN INTERNSHIP IS NOT A SUMMER JOB! IT IS THE LONGEST JOB INTERVIEW EVER. YOU ARE ALWAYS BEING EVALUATED!**

Internships are a wonderful opportunity and a great experience. Make the most of your internship!