

Internship Application

Walter Cronkite School of Journalism and Mass Communication

Application due date for each semester will be posted electronically on Twitter @mrconnect and in the weekly Cronkite Career Service blogs. Please read your email and watch the Twitter postings for important information.

To participate in an internship all students must have a minimum 2.5 ASU grade-point average. All applications must be submitted with your ASU unofficial transcript from your MyASU account.

For MCO 294 (1 credit): Completion of JMC 101 and JMC 110/MCO 120 is required.
Completion of JMC 201 is desired.

For JMC 484 (3 credits): You must complete the following prerequisites for these internships. *Please note: starting with fall 2012 internships, students must have completed JMC 305 (online media)*

News: JMC 301 (for digital/print) or JMC 315 (for broadcast) and (for fall '12 internships) JMC 305
Photojournalism: JMC 301 and JMC 351 and (for fall '12 internships) JMC 305
Public Relations: JMC 301 and JMC 310 and (for fall '12 internships) JMC 305

PREFERENCE: _____ MCO 584 (Graduate Students) _____ JMC 484 _____ MCO 294 (field work)

SEMESTER: _____ SUMMER _____ FALL _____ SPRING

Name: _____ Student ID#: _____
(Last) (First) (10-digit number)

Phone Number: _____ E-mail: _____

CHECK YOUR AREA OF INTEREST (Check one bubble)

- BROADCAST
- PUBLIC RELATIONS/SOCIAL MEDIA
- PRINT
- DIGITAL JOURNALISM
- PHOTOJOURNALISM

To complete your application:

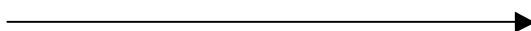
EMAIL your resume to cronkitecareerservices@asu.edu. Also, please submit a brief description of your career goals, the skills you will bring to an internship and any other relevant experience. Proof it for typos, make sure your name is on it, and staple it to the application form. *Any student who obtains an internship through the Cronkite School is required to register for it.* Submit your application and materials to Alicia Tang-Mills in Room 222, Student Services, or to the Cronkite School Office before the posted deadline. The fax number for the school is 602.496.7041

Release Authorization: I hereby authorize all potential employers to retain a copy of this application and the materials that accompany it. I have received, read and understand all of the Cronkite School policies outlined in this material, including the academic integrity policy. *I also understand that I must register for any internship received through the Cronkite School.* My signature is acknowledgement that I will abide by the school policies set forth in this material.

Printed Name _____ Signature _____ Date _____

Your application will not be considered if submitted after the deadline.

For Print/Digital/Photojournalism internships continue on back



Print/Digital Journalism Internships only- to complete your application:

Please submit samples of your work or provide relevant urls. Photo students should attach a portfolio of their work, provide relevant urls or bring their portfolios for review to office #222. Please give work samples to Alicia Tang-Mills.

Please answer the following questions so that we can better place you:

1. Have you had an internship before? If so, what kind of internship and with whom?

2. List any experience with campus media (The State Press, statepress.com, News21, CNS, Downtown Devil, The Blaze 1330AM, New Media Innovation Lab, Cronkite NewsWatch, etc.).

3. Do you have any specific interests or skills, such as sports, copy editing, graphics or work on a Web site?

4. Would you consider an unpaid internship?

5. Are you proficient in another language? If so, which one(s)?

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Printed Name _____ Signature _____ Date _____

Walter Cronkite School of Journalism and Mass Communication Internship Program

AN OVERVIEW FOR STUDENTS

An internship is one of the most important things you can do to prepare for a career in the media industry, and you are required to do at least one, and preferably more, internships before you graduate.

Internships are available in broadcasting, public relations and news. While most occur at local media outlets in the Valley, some are available elsewhere in the state and out of state. Internships are offered during the fall, spring and summer sessions. Internship credit is awarded only for the semester during which the work is performed.

You must be a Journalism and Mass Communication major, have an overall ASU GPA of at least 2.5 at the time of application and have completed JMC 101 and JMC 110/MCO120 to be considered for any internship. Additional requirements for JMC 484 internships are listed below.

Internships are offered at two levels:

- JMC 484 (or graduate equivalent). (3 credit hours) JMC 484 internships provide students with opportunities to do professional-level journalism, broadcasting and public relations work. All Cronkite students must complete a JMC 484 internship in order to graduate. Students must work a minimum of 225 hours during the semester in which they are registered for the internship credit. JMC 484 credit is offered in the summer, fall and spring semesters. Students may take JMC 484 only once. To qualify for a news internship in broadcasting, a student must have completed JMC 315; for a news internship in digital/print, JMC 301; for a photojournalism internship, JMC 301 and JMC 351; and for a public relations internship JMC 301 and JMC 310 prior to starting the JMC 484 internship. In addition, beginning with fall 2012 internships, a student must complete JMC 305 (online media) as well in order to meet the eligibility requirements. *Internship registration is required if a student obtains an internship through the Cronkite School.*
- MCO 294 (1 credit hour) is for students who have not yet met the qualifications for JMC 484 or who are on their second, third or fourth internships. The minimum requirement for an MCO 294 internship is completion of JMC 101 and JMC 110/MCO 120 and a 2.5 GPA. All MCO 294 internships are one credit hour, and this credit does not count toward a journalism degree or hours needed for graduation. Students must work a minimum of 120 hours per semester to qualify for internship credit. *Students working unpaid internships must register for MCO 294 credit.* As long as students meet eligibility requirements, they may register for multiple MCO 294 internships throughout their time here at the Cronkite School. *Internship registration is required if a student obtains an internship through the Cronkite School.*

To Do:

- Complete an Internship Application, which is available on the Cronkite Web site (www.cronkite.asu.edu) under Career Services. Hard copies are located in the Student Resource Center as well.
- Applications are accepted each semester and must be turned in by the posted deadline to be considered. *Please note: You must complete a NEW internship application for each semester in which you are seeking an internship.*
- Provide an unofficial transcript with your application.
- Attend all informational meetings about the internship program. Check your ASU e-mail regularly as meeting information will be communicated this way.
- Prepare an updated resume and portfolio (if appropriate) for the companies.

- Return the Student/Employer Internship Learning Agreement to the Cronkite office within a week of the time an internship offer is made.
- Register for the appropriate internship credit no later than 7 days after the start of the semester.
- Attend a mandatory internship orientation at the Cronkite School to receive instruction and documents.
- Complete a midterm and final evaluation of your internship experience and meet with the internship coordinator if requested.

What you can expect:

- You should be treated as a professional in training, with duties similar to those given to entry-level employees. While you may be assigned some clerical-level work (compiling calendars or address lists, for example), this should not make up more than 20 percent of your responsibilities.
- You should be assigned a qualified supervisor who has professional experience in the area in which you are performing work and who will provide you with on-going guidance, mentoring and evaluation.
- You should be assigned a work place and given access to equipment essential to do the job.
- Your employer will determine your work schedule.
- Internships officially start at the beginning of each semester; however start and stop dates can be flexible by mutual agreement.
- Your supervisor will evaluate you at least once during the semester. Additionally, you will be asked to complete a report detailing the duties you have performed and what you have learned.
- Your internship instructor will verify that you have performed adequately in your internship and that you have completed the required hours.
- Grading is on a Pass-Fail basis. In order to receive a passing grade (“Y”), you must submit the required documents by the deadlines AND you must receive a satisfactory performance evaluation from your employer. If you quit your internship or are fired, you will receive a failing grade. *Please note: If you commit to an internship and then back out of that commitment, you will be suspended from the internship program for one semester. You may reapply for an internship after the suspension is completed.*
- If your internship is paid, you will be paid directly by your employer.
- Internship credit is awarded only for the semester during which the work is performed.

Remember:

- This is a competitive process. You are not guaranteed an internship, and internships must meet school requirements in order to be eligible for academic credit.
- *Just like in any Cronkite class, plagiarism and/or academic dishonesty will not be tolerated. Violators will be dismissed from the internship program and expelled from the Cronkite School. (See ACADEMIC INTEGRITY policy below)*
- Interns are expected to behave, dress and perform like professionals. Treat your internship as you would a job. Your employer expects you to be dependable and consistent in adhering to work hours, making deadlines and turning in quality work.
- If you quit the internship or back out of a commitment to the company for any unjustifiable reason, you will not be allowed to apply and receive credit for an internship in the next semester.
- If you should have any problems during the course of your internship that you cannot resolve directly with your supervisor, contact your internship coordinator immediately.

Cronkite School Academic Integrity Policy

Academic dishonesty in any form will not be tolerated in the Walter Cronkite School of Journalism and Mass Communication.

The crux of our democracy is the ability of citizens to obtain honest, truthful and balanced information, and the credibility and integrity of the individual journalist and communications professional are crucial in that effort.

As the mission of the Cronkite School is to prepare students to become journalists and communication professionals, that credibility and integrity will be fostered within the educational environment of the school. To that end, a zero tolerance policy toward academic dishonesty will be enforced within every course and educational activity offered or sanctioned by the school.

Any allegations of academic dishonesty will automatically be referred to the Standards Committee of the school for review and recommendation to the dean of the school. If any student is found by the committee to have engaged in academic dishonesty in any form – including but not limited to cheating, plagiarizing and fabricating – that student shall receive a grade of XE for the class and will be dismissed from the Walter Cronkite School of Journalism and Mass Communication. Reinstatement will not be considered. There will be no exceptions.

The full policy can be found here. We strongly encourage you to read it.

http://cronkite.asu.edu/assets/pdf/Academic_Integrity_Policy_FINAL_F11

Questions:

For all internships, contact Michael Wong, Director of Career Services for the Cronkite School, at 602.527-0820 or mike.wong@asu.edu.