

## Student Opportunities – Internships

Internships are an essential vehicle for helping journalism students decide on careers. Because of this, we strongly encourage them to enroll in at least one internship while enrolled at UR. These internships are available during the fall, spring, and summer and cover a variety of journalism specializations, including newspapers and magazines, radio and television, and the Web.

Examples of current and recently completed internships include the four television network affiliates in Richmond, the Richmond Times-Dispatch, CNN, MSNBC, CNBC, Fox News, NBC News/London, The Wall Street Journal, The Los Angeles Times, Legal Times, Richmond Magazine, and Style Weekly.

Many of our students work as summer interns either in their hometowns or some city other than Richmond. Enrollment in an internship for credit is simple regardless of where they choose to intern. Internships require students to work a minimum of 15-20 hours, for which they receive one unit of academic credit.

*Please note: There is no retroactive credit for internships already completed. The student must be enrolled in Journalism 388 during the duration of the internship, and meet all the contract requirements, in order to earn credit.*

A copy of our internship contract appears below. Internship candidates can print the contract and submit it to their internship academic supervisor:

University of Richmond

Journalism Internship Contract

The intern and the internship supervisor should each keep a copy of this contract. The original must be returned to the academic supervisor.

Term: (Circle one) 1. Fall 2. Spring 3. Summer

For the Internship supervisor:

Thank you for providing this internship opportunity. We request that you submit a brief letter detailing what the intern will be doing as early as possible before the internship begins. We generally advise students to seek internships that provide the highest feasible level of work experience. Receptionist or file-clerk positions, for example, are sometimes regarded as entry-level employment for certain careers, but they do not qualify as internship experiences under this program.

We request that you supervise the student to assure that a minimum of 15-20 hours is devoted to the work you assign during the internship, for which the student will receive one unit of academic credit.

At the close of the internship, please evaluate the performance of the intern in a letter addressed to Internships, Journalism Program, University of Richmond, Virginia 23173.

We will register \_\_\_\_\_ as an intern for one unit of academic credit on a pass-fail basis after a review of the job description letter outlined below, and subject to the following provisions:

Responsibilities of the student:

1. The student must be enrolled in Journalism 388 during the time that the internship work is done. No "retroactive" credit can be granted for an internship that has been completed at a previous time.
2. The student must write a weekly log or diary and email it each week to the academic supervisor. This log should indicate the work performed for the week, and how many hours were worked.
3. The student must log at least 15-20 hours of work for one unit of academic credit between these dates: \_\_\_\_\_ and \_\_\_\_\_
4. The student must read a book recommended by the internship supervisor or the academic supervisor that relates to the work.
5. The student must type a 1,500-word report at the conclusion of the internship and turn it in to the academic supervisor by \_\_\_\_\_.

This report will evaluate the internship experience and incorporate relevant information from the reading assignment.

(Signed) \_\_\_\_\_ Student intern

\_\_\_\_\_ Internship supervisor

\_\_\_\_\_ Academic supervisor