INFORMATIONAL SHEET FOR 495 INTERNSHIP COURSES (only for Media-related internships):

“The 495 course granted me a more cohesive understanding of what I wanted to accomplish during my three short months at my internship. The course assisted me in developing my goals and setting guidelines for meeting them. It allowed me to step out of my comfort zone and establish more professional relationships with the employees I worked with. The weekly blog posts create an opportunity for self-reflection. Overall, the course helped me become a better asset to the team I worked with.”

-Advice from a College of Media Student that participated in the 495 course during Summer 2017

We are committed to encouraging internships and other professional experiences that occur outside the classroom. Any internship that earns academic credit, however, needs to be a rigorous and robust learning experience rather than straightforward operational work experience, and it must take place in a professionally mediated environment. Remote experiences are not eligible for academic credit.

Does your internship . . .

- Integrate classroom knowledge/theory in an applied professional setting
- Provide extensive professional on-site supervision
- Encompass 100+ hours of professional experience
- Conclude with appropriate evaluative feedback

If so AND you are enrolled in the College of Media OR have another major and are completing a media-related internship, we may be able to provide 1 credit hour for: ADV 495, JOUR 495, or MACS 495

Site Selection & Approval
Students must select an approved internship site in which they wish to gain hands-on experience and meet with the site supervisor to discuss potential duties and tasks. Examples of appropriate activities include attending staff meetings, assisting staff with projects, undertaking independent projects, reading literature in pertinent professional journals, and writing reports/creating materials. Although clerical duties such as photocopying, typing others’ work, or running errands can be expected as part of an internship, clerical and related tasks should encompass no more than 10% of the intern’s regularly assigned duties.

Regular attendance at the internship site is required. In addition to the time spent on course assignments, students will be expected to complete a minimum of 100 hours at the site.

It is the sole responsibility of the College of Media and not the internship site or any other institution/organization to define and approve any internship for credit in the College of Media.

Course Requirements
The site and supervisor must be approved by the course instructor prior to final arrangements for the internship.

Course registration will not be guaranteed until the Professional Internship Course Form has been completed and approved by the course instructor. The approved Professional Internship Course Form will be placed in the student’s file located in the Student Services Center.

KEY TERMINOLOGY
Course Instructor*: Jessica Hogue, Director of Media Career Services – will serve as the point person for all internship site related questions, review final portfolios, coordinate Internship Bash, etc.
Course Grader*: Assigned member of the Student Service Center’s staff (at this time, only Jessica Hogue is serving in this capacity) – will review Blogs, Internship Memorandum of Agreement and Evaluations and serve as the first point of contact for course related questions

Site Supervisor: A professional employee at the host company that serves as the supervisor for your internship and will participate in the Internship Memorandum of Agreement and Evaluations

*For graduate students, the Director of Graduate Studies for your department will serve as your Course Instructor and Course Grader.

If you desire credit for completing an internship, you must:

- Provide an official description of the internship responsibilities and duties, the hosting organization, and the supervisor’s contact information and role via the Professional Internship Course Form, as this information will be required for review to determine course approval.
- Be approved for a 495 prior to the beginning of the internship. If an overload is required, please contact your academic advisor for approval.
- Sign up for 495 for Fall or Spring semester, after receiving approval. If you sign up for 495 as a summer session course, you will be billed for summer course enrollment.
- Be aware that the College of Media’s approval of internship credit is NOT an “Indemnification Agreement”. The College of Media and the University of Illinois do not take any liability responsibility for the student in the internship workplace.

If you desire credit for completing an internship, you cannot:

- Request to enroll in 495 for two (2) internships at the same time.
- Request to enroll in 495 for (1) internship over the course of two or more terms/semesters.

If you desire credit for completing an internship, you will:

- Receive a 495 Syllabus to guide you through the completion of course requirements.
- Have an assigned course grader to review assignments and answer general course inquiries.
- Have access to the course instructor to have questions answered regarding your internship experience and specific course requirements (ePortfolio, Intern Bash, etc.).

What you will need to do for credit^*

1. Create an Internship Memorandum of Agreement (MOA)
2. Conduct an Informational Interview
3. Journal about your experience via a weekly Blog
   - Topic options include on-site experience, career goals, networking, and big picture
4. Complete a mid- and end-of-internship evaluation with site supervisor
5. Create an Internship ePortfolio* which will include #1-3, as well as:
   - A list of resources useful to/at the Host internship site
   - Examples of major projects undertaken &/or samples of work
   - Self-Assessment of how the internship has prepared you for a career
   - Organizational chart
   - Updated resume (to also be uploaded to Handshake @ Illinois)
6. Participate in Internship Bash
7. Submit the Post-495 Evaluation

^See syllabus for complete details.

*You are free to choose a platform that you are familiar with or can create from scratch using code. Or, if you prefer a suggestion, many students use WordPress, Weebly, wix.com, and aboutme.com to showcase their portfolios.