



# College of Media

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

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

College of Media is 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.

The internship must meet the following criteria . . .

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

Students enrolled with a major in the College of Media may be able to earn 1-credit hour for one of the following courses, corresponding to their major: **ADV 495, JOUR 495, or MACS 495.**

### **Internship Selection & Approval**

Students must select an internship in which they wish to gain hands-on experience and meet with the internship 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.*

Students will be expected to complete a minimum of 100 hours working during their time as an intern.

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

**Prior to submitting your paperwork for credit approval, students must have secured an internship. The internship will then need to be approved by the course instructor to enroll in 495.**

### **Course Information**

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 maintained by the Student Services Center.

Each department has assigned a faculty member who will serve as the instructor of the course. Media Career Services will secure the appropriate signature after the student has turned in the Professional Internship Course Form.

**Internship Supervisor:** A professional employee at the host company that serves as the supervisor for your internship, may be asked to participate in the Internship Memorandum of Agreement and Evaluations, as assigned by the course instructor.

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

- Attach a formal description or provide a 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.
- Must 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 for the same internship. In order to earn more than one credit, you must complete two different internships.

The requirements for the internship course will vary slightly based on the instructor. Course assignments may include, but are not limited to:

- Creating an internship memorandum of agreement (MOA)
- Conducting an informational interview
- Completing an evaluation with your supervisor