

CAL POLY

California Polytechnic State University
San Luis Obispo, CA 93407

Journalism Department
(805) 756-2508

We're pleased your organization is participating in Cal Poly's Media Internship Program.

Even if you've employed Poly interns in the past, it may be useful to review some aspects of the program.

All students majoring in journalism at Cal Poly must successfully complete a course called Media Internship (Jour 444). This course consists of 180 hours of work in news or public relations under the joint supervision of a qualified professional in the field and members of the faculty of the journalism department. The internship obligation can be fulfilled in as little as four and a half weeks, or over two academic quarters (approximately 24 weeks), or in a time frame within that range that is mutually agreeable.

Prospective interns are encouraged to find their own jobs in many fields: newspapers, magazines, radio and television stations, public relations agencies and the information branches of public or private organizations.

Most interns will have junior class standing and will have completed courses in the journalism core curriculum. They will have permission to enroll in the internship program from the department head, which will require the completion of basic skills in their field of concentration.

It is expected that most interns will apply for entry-level positions. But we hope you will provide time for orientation in as many phases of your operations as possible.

Poly interns receive three units of academic credit for successful completion of the internship. They are expected to do work of professional quality, whether or not they are paid for their labors. Our experience in 30 years of operating internship programs has demonstrated that paid interns generally do work of a higher caliber than those who are unpaid.

Following completion of each 30 hours of work, interns are required to file a report form provided by the journalism department. These student self-evaluations—six in all—should be signed by you or the intern's supervisor. Interns also are expected to submit samples of their work.

Immediately after the intern has completed the course obligation and submitted the sixth report, we will ask you for a performance evaluation. We will provide forms

that will give you an opportunity to comment on the intern's skills, attitude and potential as a full-time employee.

Course grades are assigned by the internship coordinator, who considers the employer's evaluation, the student's six reports, and work samples. The employer's evaluation will be shown to students, will become a permanent part of their academic records and may be shown to prospective employers with their permission.

If you have any questions about the Media Internship Program or about the student who has applied to your organization for an internship, please write to me or telephone:

805-756-2508

We appreciate your interest in Cal Poly's Media Internship Program and look forward to a mutually beneficial association.

Cordially,

George Ramos, Chair
Journalism Department

Attachment