

Dear Prospective Intern,

Please read carefully the following information pertaining to regulations governing your internship:

1. Internships must be approved by department before you can accept them. You must not seek approval after starting your work.
2. All requests for internship approvals, with the exception of long-standing ones (check with department), must be accompanied by a note from your prospective employer on the company's/organization's/medium's letterhead denoting what the scope of your duties might be.
3. Internships which don't produce work samples are not acceptable.
4. The purpose of the internship is to learn by working in a professional environment. We want you to evaluate the process as you go along. Your six reports are an integral part of that process. Each internship report, for a total of six, must be sent after every 30 hours of work. Work samples should be attached to the report. Internship reports sent in one batch at the end of the internship are not acceptable.
5. Work samples include clippings, tapes, scripts and other copies of your journalistic work.
6. It is important that you give us your work schedule and phone number. We will call you periodically to check on your progress. Please inform the department of any schedule changes.
7. At the end of the internship, we will send a final evaluation form to your supervisor. If there has been a supervisor change in the course of the internship, you need to inform the department so that the form is sent to the appropriate party. Final evaluation by the supervisor must be sent directly to the department. It is your responsibility to make sure that your supervisor returns the form to us. If you are encountering problems in this regard, request assistance from the department.
8. After the final evaluation from your supervisor is received, you need to schedule a 30-minute exit interview with the internship coordinator. Grades can be turned in after that.
9. Students undertaking their internships in the summer must enroll in Jour 444 (Internships) in the fall quarter. Grades will be submitted in December when the grade sheets arrive from the University.

10. If you are encountering problems with your workplace supervisor or if the terms of the work agreement as denoted in the letter received from your employer are not met, please check with department immediately.
11. Make sure that you have filled the Memorandum of Understanding (MOU) and the Internship checklist properly.

Good luck to you. Enjoy this wonderful opportunity of working in the professional world.

Cordially,

A handwritten signature in black ink that reads "George Ramos". The signature is written in a cursive style with a prominent flourish at the end.

George Ramos, Chair
Internship Coordinator
Journalism Department