

**HOFSTRA UNIVERSITY**  
**THE LAWRENCE HERBERT SCHOOL OF COMMUNICATION**  
**DEPARTMENT OF JOURNALISM, MEDIA STUDIES, AND PUBLIC RELATIONS**

**INTERNSHIP PROCEDURES**

1. The internship supervisor, a faculty member, administers the program and works with other department members to ensure internship program procedures are uniformly followed. Faculty will work with students to help find suitable internships in the journalism, public relations and mass media fields. Faculty monitor student work at the internships to ensure that employers provide quality work opportunities for student interns and comply with University internship guidelines.
2. Since internships have variable 1-3 credits, students may want to take more than one internship for department credit. Journalism majors must have successfully completed JRNL 11 with a grade of B+ or higher to take their first credit of internship and must complete JRNL 13 to take any additional internships for credit. Public relations majors must have successfully completed PR 100 to do an internship. Prospective interns must find a department faculty sponsor; complete an internship agreement form; and then register for the internship.
3. Student internship candidates must find their own internships or apply to internships recommended by the department. Internship providers selected by the students must be **verified by faculty internship sponsors as qualifying employers under department internship guidelines**.
4. Mass media studies students, who have taken PR 100, may take public relations internships with the permission of the department chair or the PR area coordinator, as well as media studies internships at non-profits, media companies and other sites approved by their faculty sponsors.
5. Students must find faculty internship sponsors. Journalism, mass media and public relations interns should have professors from their respective disciplines as faculty sponsors. No credit will be given for any internship unless the student intern has a Department faculty sponsor.
6. Employers using student interns from the Department of Journalism, Media Studies, and Public Relations should designate appropriate employees of their firms as employer internship supervisors. These supervisors will monitor students' work and training. Internship-related problems should be communicated by these supervisors to faculty sponsors for remedial action. At the end of each semester, faculty supervisors will request evaluation reports on student intern work from the internship site supervisor.
7. Student interns must maintain typed, daily journals of their work experience as instructed by their faculty sponsor. Student interns must also prepare final papers. Faculty sponsors will work with students to determine appropriate topics.
8. Faculty sponsors must consult regularly with their designated student interns, either in person or by e-mail. The faculty sponsors are available to help the students with whatever internship-related problems they might have.
12. Faculty sponsors will monitor their student's internships and discuss with employer supervisors any failure by those employers to meet student learning needs. At the end of each semester, faculty sponsors will review the student Final Assessments that have been provided by the employer internship supervisors, read the student term papers, review the journals, and give the students Pass/Fail grades.

14. Journalism majors take a minimum of 3 credits of internships (at least two of which are in JRNL 170) in order to graduate and may take no more than 4 credits of internships at external organizations. Both JRNL 170 and JRNL 171 may each be taken for 1-3 credits and may be repeated. A 1-credit internship requires 120 hours of work; a 2-credit internship requires 150 hours; a 3-credit internship requires 180 hours.

Public relations majors must take a minimum of 3 credits of internships (PR 170) and may take no more than 4 credits. PR 170 may be taken for 1-3 credits and may be repeated. A 1-credit internship requires 120 hours of work; a 2-credit internship required 150 hours; a 3-credit internship required 180 hours.

Mass media studies majors are not required to complete an internship. However, at least one internship is recommended. Students should have achieved junior or senior standing before undertaking an internship. A 1-credit internship requires 120 hours of work; a 2-credit internship requires 150 hours; a 3-credit internship requires 180 hours.