INTERNSHIP GUIDE FOR
STUDENTS INTERNING FOR PROF. Carol Fletcher

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INTERNSHIPS

JRLN 170 is for internships at professional media organizations. JRLN 171 is for internships at media organizations within the School of Communication.

How many credits are internships? You can take JRLN 170 or JRLN 171 for one, two or three s.h. A one-credit internship requires at least 120 hours on-site, two credits require 150 hours and three credits require 180 hours. Many students work longer hours by choice. A total of three internship credits are required for journalism majors to graduate (and at least two of these credits must be in JRLN 170). Students may take up to four credits of internships overall.

When can I start taking internships for credit? Once you’ve completed JRLN 11 with a B+ or higher you can take one s.h. of JRLN 170. You can do your remaining internship(s) once you complete JRLN 13.

How do I find internships? A list of broadcast internship supervisors is posted on Prof. Smith’s door at LHComm. 121. Magazine internships are listed on Ed2010.com. The following sites also list journalism internships: mejobsonline.com; indeed.com; journalismjobs.com, mediabistro.com; newsnerdsjobs.com; and linkedin.com. You can also use the Career Center, personal contacts, or career fairs to find internships. If you hope to intern for a particular company, try the job opportunities section of its website.

How do I register for an internship once I land one?

1. Pick up an internship packet from Ann Lewis, the secretary in the Department of Journalism, Media Studies, and Public Relations. She is located in Room 322 LHComm. The packet will have an internship contract and forms for you to fill out, plus course entrance forms for me to sign; you will need these to enroll in either JRLN 170 or JRLN 171.

2. If your internship site asks for a “credit letter,” I can provide one. If you are interning at a site where we have not sent students before, I will ask your prospective internship supervisor to send me an email describing what you will be doing at the internship.

3. Fill out all the forms in the internship packet, then come and see me. I will fill out the course numbers you need. After I sign the forms, take them back to Ann Lewis; she will put the department stamp on the registration form so that you can take it to Memorial Hall to register for the class. You must also return to Mrs. Lewis the completed internship contract with all the internship site contact information; your official required hours in the internship will not begin to count until she receives that form.

4. During the internship you must keep a journal of each day that you work. The journal should be at least one paragraph long for each day and cover what you are doing, and what you are learning from the experience. E-mail me the journal at the end of each week.

5. We should meet face-to-face meeting about the internship once each month to discuss if you are getting everything you want out of the internship and how we can make it better. If you have an out-of-state internship, we can meet by Skype.

6. At the end of the semester JRLN 170/171 students must turn in a 5-page research paper. This is not a rehash of your journals, though it should be related in some way to your internship. The paper should have at least three reference sources.