JRNL 170 AND JRNL 171 INTERNSHIPS

JRNL 170 is for internships at professional media organizations. JRNL 171 is for internships at media organizations within the School of Communication. Each course has flexible credits: you can register for one, two or three s.h. Three internship credits are required for journalism majors to graduate. Two of those credits must be in JRNL 170. You may take one s.h. of JRNL 170 after taking JRNL 11. If you take two or more JRNL 170 s.h., it must come after taking JRNL 14. It would be best to take JRNL 171 your last semester because it is a good way do your own work in one of the Hofstra news organizations to build up clips or a resume tape to show potential employers.

1. For JRNL 170 use the list of Broadcast Internship Supervisors (posted on the bulletin board outside 121 LHComm) or your own contacts to obtain an internship position. If the organization requires it, I can send a letter stating that you will receive college credit for doing the internship with the organization. See me if you want to do the JRNL 171 internship.

2. 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 JRNL 170 or JRNL 171.

3. Fill out all the forms fully, 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. In either JRNL 170 or 171, students taking 1 s.h. must work a minimum of 120 hours at the internship site; 2 s.h. require 150 hours and 3 s.h. require 180 hours during the semester. Many students work far longer than that, however, just to get the experience and maintain good professional contacts when it comes time to look for a full-time job.

5. During the JRNL 170 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 who you are working with, what you are doing, what equipment you are working with and what you are learning from the experience. E-mail me the journal at the end of each week. I will keep a file of your contract forms and your journals throughout the semester.

6. We must have a face-to-face meeting about the internship once each month. It may take only 15 minutes, but we will discuss how the internship is progressing, whether you are getting everything you want out of the internship and how we can make it better for you. If you have an out-of-state internship, or if you are interning during the summer, we may do phone calls instead of meeting face-to-face.

7. At the end of the semester JRNL 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 four reference sources; two of those may be interviews you do with subjects at the internship, but at least two must be standard reference sources for a research paper.