I supervise both undergraduate and graduate level internships (JRNL 170 and 271).

If you’re looking for an internship, your first step is to make an appointment at the Career Center to look at their listings and get help with your resume and interviewing skills. It’s a tough market out there. Prepare yourself. Take a look at the job listings and deadlines and do some research on your own. Look at the websites of your “dream job” companies carefully. Talk to other students who’ve done internships to get a sense of the best fit for you.

If you’ve already applied somewhere, it’s also a good idea to share that information with your faculty advisor and other professors. We know many people in the industry and may be able to send a note recommending you.

Hofstra’s M.A. Journalism program also has a partnership with the Long Island Herald, which is always looking for great reporters and writers. They offer students serious, real work and an opportunity to publish under their own byline, so you may want to add it to your list for consideration.

Personally, I don’t recommend that students intern off-site (working from home) or for start-up companies without established credentials. An internship is a huge investment of your time and energy, and a critical piece of your journalism education. Choose wisely.

Once you’re hired, print, fill out, and sign the “Internship Agreement Form” and “Contract.” You will also need a signature from your on-site supervisor for the “Internship Agreement Form.” Return these documents to me so that I can sign you into the class and you can enroll at Memorial Hall. (Note that registration for internships can’t be done online.)

JRNL 170 students taking 1 s.h. must work a minimum of 120 hours; 2 s.h. require 150 hours; and 3 s.h. require 180 hours. JRNL 271 students must work a total of 180 hours to complete the class. Graduate students may repeat JRNL 271 for a second internship, provided they have not already taken JRNL 281 Independent Study. Many students choose to stay at their jobs longer than the required number of hours, just to get the experience and maintain good professional contacts. This is up to you and the employer.

During the internship you must keep a journal that you’ll send to me every Friday, with entries from each day on the job for that week. Please include the name of the internship or outlet where you’re working at the top and a brief 1-2 line description of the job you were hired to perform. (Please don’t resend entries from previous weeks.) Your journal entries should contain detailed and thoughtful reflections on 1) new skills you’re learning 2) assignments and responsibilities on the job 3) interactions with supervisors and co-workers 4) your evolving thoughts about the outlet and/or the industry 5) your thoughts about your own evolving goals and aspirations within the field.

When you’ve completed about half of your total hours on the job (80 hours) you should start to think about a topic you’d like to write about for your final essay. The final essay should be about 1,500 words long and should contain critical analysis and reflection on some aspect of the field that you’ve been exposed to during your time there.
First person reflections are fine for a portion of the essay, but I also require some original reporting. Talk to at least three sources for quotes: one or two from the job, and one or two outside experts who know about the topic and can speak from a different perspective.

We will have face-to-face meetings about the internship as needed to discuss how your work is progressing, whether you are getting everything you want out of the experience, and how we can make it better for you.

That’s it! Best of luck!

KBZ