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 employers offering 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. They must be Journalism, Public Relations or Mass Media Studies majors. 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 also fill out and sign the Department internship agreement; find a Department faculty sponsor; have the internship agreement signed by all other required persons; and be certified by the Internship Coordinator; 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. Although students must apply for internships on their own, faculty advisors and Career Center counselors are available for guidance on where to apply and how to write strong resumes and cover letters. It should be noted that journalism internships must be at credible media-related or journalistic outlets. Students who propose journalism internships at commercial or retail companies unrelated to journalism or news/feature reporting will not be approved.

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. Once students have decided on internship employers, they must find faculty internship sponsors. Journalism, Mass Media and Public Relations interns should have professors from their respective disciplines as faculty sponsors. Any professor can decline to sponsor a given student. No major 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, employer-internship supervisors will send evaluation reports on student intern work to the internship Coordinator. The Coordinator will promptly forward a copy of these reports to the appropriate faculty internship sponsors.

7. As soon as they begin their internships, students must file their signed and completed Internship Agreement Forms with the Internship Coordinator. The Internship Coordinator will keep one copy of this form and forward a second copy to the sponsoring professor.

-See reverse side.-
8. Sponsoring professors will not begin working with the student interns until they have obtained copies of
the completed Internship Agreement Form from the Internship Coordinator and have verified that the
student is registered for the internship course credits.

9. Student interns must maintain typed, daily journals of their work experience, including kinds of work
done, learning opportunities, problems, concerns, criticisms, etc. One copy of these diaries will be
given by the intern every two weeks to the sponsoring professor. Another copy will be retained by the
student. Student interns must also prepare term papers. Faculty sponsors will work with students to
determine appropriate topics.

10. 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 must 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.

13. The Internship Coordinator coordinates all paperwork required for student internships and assists faculty
sponsors in their efforts to make sure that students have properly registered for the internship courses
and completed the Internship Agreement Forms.

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. JRNL
170 is an internship in a professional media operation. JRNL 171 is an internship supervised by a
faculty member in-house, such as in News Hub. 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.

Students may take a maximum of one (1) credit of virtual internship with the approval of a full-time
faculty member in the department. Ideally, the internship should involve some face-to-face interaction
with practitioners in a professional setting.