After completing one semester of Jour 609 Publication Lab, journalism students can fulfill their second semester capstone requirement by successfully completing an internship. Students need to enroll in Jour 617 Internship the semester the internship occurs. Students must have an approved internship proposal prior to enrolling in Journ 617, permit numbers will be issued by the instructor.

As a culminating experience, the internship must provide significant professional experience. Additionally, we expect the internship to support the mission of our department.

**Department Mission Statement:** To educate students and provide leadership in an evolving media landscape by promoting integrity, creativity, innovation and social responsibility in accurately telling the stories of a multicultural world.

The attached proposal provides our faculty with an objective evaluation of whether or not an internship counts for the capstone requirement. If we find it does not, students will still have the opportunity to complete the internship for academic credit – Jour 409 Independent Study, but it will not count toward graduation.

Students or employers may initiate the proposal process. Once approved, and internship is also approved for future students unless the parameters change.

Students pay tuition costs associated with internships for academic credit. For 2013-2014 part-time tuition is $2,076 and full-time tuition is $3,225. A three-unit internship costs part-time students $1,038 in tuition and full-time students (based on a 12-unit course load) $806 in tuition. To defray the tuition associated with an unpaid internship for academic credit, we strongly urge organizations offering internships to cover the tuition costs in the form of a stipend, or other payment.

Thank you for helping ensure our students graduate with an internship that provides them with excellent professional experience.
INTERNSHIP PROPOSAL

Capstone Credit for J617 Internship

Semester ______  Year _____  Instructor ________________________

Proposal Date: ________________

**Student Information:**

Name: ___________________________
ID Number: _______________________
Email: __________________________
Telephone: _______________________

Semester Jour 609 Pub Lab completed, or will be completed: ________________

**Employer Information:**

Organization Name: ___________________________
Supervisor Name and Title: ___________________________
Telephone: __________________________
Email: __________________________
Address: __________________________

Internship Title: __________________________

Internship Start Date: ________________  Internship End Date: ________________

**For internship supervisors:**

The SF State Journalism Department offers students two types of credit for internships. **Jour 617 Internship** satisfies the second semester capstone requirement and will count toward the major. **Jour 409 Independent Study** does not count toward the major, however for some students it may count toward overall units needed for a degree.
1. To receive Jour 617 credit, internship duties must include research and reporting. Briefly describe the research and reporting that will take place during the internship.

2. In detail, describe the other internship duties:

3. Please circle Yes or No for the following (student and supervisor must also initial where required. SI = Student Initial. IS = Internship Supervisor Initial).

The Internship:

Yes  No   requires 12-16 hours a week of journalism work   SI_____ IS_____
Yes  No   is a minimum of 160 hours by end of semester       SI_____ IS_____
Yes  No   includes writing stories                           SI_____ IS_____
Yes  No   includes editing stories                           SI_____ IS_____
Yes  No   includes researching stories                      SI_____ IS_____
Yes  No   includes copyediting                               SI_____ IS_____
Yes  No   includes online reporting or editing               SI_____ IS_____
Yes  No   includes visual storytelling                       SI_____ IS_____
Yes  No   includes shooting and editing photos and videos   SI_____ IS_____
Yes  No   includes conducting social media activities       SI_____ IS_____ 
Yes  No   includes public relations activities               SI_____ IS_____ 
Yes  No   includes marketing activities                     SI_____ IS_____ 

4. A minimum of two competencies are needed for an internship to count as capstone experience. The internship still may be undertaken, but only for Jour 409 Independent Study credit and will not count toward the major.

Students and Internship supervisors need only to initial the competencies for the internship. Others may be left blank.

SI_____ IS_____ Critical and Independent Thinking: Synthesize information and think independently as I work through problems using inference and logic.

SI_____ IS_____ News Judgment: Identify and develop story ideas through observation, reading and paying attention to my environment.

SI_____ IS_____ Critical Evaluation: Critically evaluate my work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness.

SI_____ IS_____ Analytical Competence: Discern and weigh the quality of information I gather, as well as know how to analyze and interpret it.

SI_____ IS_____ Writing: Write concisely, clearly and accurately, while still engaging the audience with compelling storytelling.

SI_____ IS_____ Technology: Use technology and apply it appropriately in reporting and storytelling.

SI_____ IS_____ Law, Ethics and Integrity: Know the ethical standards and constitutional laws that guide journalism excellence.

SI_____ IS_____ Cultural Competence: Understand a variety of cultures and how those cultures influence perspectives, attitudes and personal interaction with the world.

SI_____ IS_____ Data and Numbers: Apply basic numerical and statistical concepts.

SI_____ IS_____ Visual Competence: Research, find and capture in a technically competent, concise, well composed and visually compelling manner the gamut of human experience in a variety of formats.

5. Students must produce work samples from the internship that can be included in a portfolio. Supervisors must work with the student to ensure that work samples are of professional quality. If the intern is not credited in a byline or other place in the work, a description of the work done must be included and a supervisor must verify.

SI_____ IS_____ The intern is expected to have at least _______ professional work samples by the end of the internship.

6. Internship Supervisor, please check one of the following:

☐ This is a paid internship that covers the associated tuition costs.
☐ Funds will be provided to cover the tuition costs associated with this internship.
☐ Funds will not be provided to cover the tuition costs associated with this internship.
7. Signature page

J617 Instructor

Print Name __________________________ Signature __________________________ Date

Internship Supervisor

Print Name __________________________ Signature __________________________ Date

Student

Print Name __________________________ Signature __________________________ Date

Please use this area if there is further information you would like to share about this internship. Students and internship supervisors may both provide this information.