



**JOURNALISM DEPARTMENT  
INTERNSHIP APPROVAL FORM  
SAN FRANCISCO STATE UNIVERSITY**

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 by the add deadline for Jour 617.

As a culminating experience, the internship must provide significant professional experience. Additionally, we expect the internship to support the mission of our department. Here is a guideline to gauge what the students need to publish in order to receive credit. We don't expect an exact correlation, but interns should be producing an equivalent amount of professional work.

**Photographers**

- 28 assignments
- two self-generated photo stories

**Magazine students**

- three 1,000-3,000 words stories or six 300-500
- four 300-500 word online pieces
- four additional graphic/visual elements for the Ipad

**Newspaper/Online students**

- 15 stories, including at least 3 multimedia pieces

**Interns must work out of an office and that office cannot be in someone's home as the internship experience requires working and learning from professionals.**

**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 2015-2016 part-time tuition is \$2,089 and full-time tuition is \$3,238. A three-unit internship **costs** part-time students \$1,045 in tuition and full-time students (based on a 12-unit course load) \$810 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 \_\_\_\_\_

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:

URL for Site, if applicable:

URL for Internship information, if applicable:

**Internship Title:** \_\_\_\_\_

**Internship Start Date:** \_\_\_\_\_

**Internship End Date:** \_\_\_\_\_

*Please note that internships must have start and end dates that coincide with regular semesters.*

### 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. 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. Research and reporting are required elements of all capstone internships. The internship still may be undertaken, but only for Jour 409 Independent Study credit and will not count toward the major. In addition to research and reporting, please designate other competencies that will be included in the internship. Students and Internship supervisors need only to initial the competencies that apply for the internship. Others may be left blank.**

SI \_\_\_ IS \_\_\_ **Research and Reporting:** Work demonstrates an ability to methodically find information through personal interviews, public documents and the Internet.

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.

SI \_\_\_ IS \_\_\_ **Media Literacy:** Work demonstrates an ability to competently navigate through a rapidly changing media world

**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. Published work is a requirement of any internship.**

At the completion of this internship, the intern will have completed a minimum of (**please check and fill in the number for all that apply**):

- \_\_\_\_\_ 1,000 – 3,000 word stories
- \_\_\_\_\_ 3-6 minute videos
- \_\_\_\_\_ 300 – 500 word stories
- \_\_\_\_\_ 6+ minute videos
- \_\_\_\_\_ Blog posts – researched and reported
- \_\_\_\_\_ Blog posts – individual opinion
- \_\_\_\_\_ Briefs (100-300 words)
- \_\_\_\_\_ Broadcast stories
- \_\_\_\_\_ Calendar entries
- \_\_\_\_\_ Graphic elements
- \_\_\_\_\_ Individual photo assignments
- \_\_\_\_\_ Multimedia stories
- \_\_\_\_\_ Photo stories
- \_\_\_\_\_ Press releases
- \_\_\_\_\_ Visual elements (non photo)
- \_\_\_\_\_ Other:

**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

**J617 Instructor**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Internship Supervisor**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Student**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date