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

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Year</th>
<th>Instructor</th>
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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. 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. Interns must meet similar, but not exact requirements of our publication lab requirements.

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.
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.