



JOURNALISM INTERNSHIP PRE-APPROVAL FORM

TO BE COMPLETED BY THE INTERNSHIP SUPERVISOR AND SIGNED BY BOTH THE INTERN AND THE SUPERVISOR.

Student _____ **has been accepted for an internship at**
Name of student
_____ **with the title of** _____
Name of organization *Type of internship (reporting, photo, social media, etc.)*

The intern is required to work a minimum of _____ hours per week.
Note: The student must work at least 160 hours over the period of the internship to get 3 units of academic credit.

The internship will start on _____ and end on _____ (*must occur during the period of the semester*).

Student
Email Address: _____ Phone Number: _____
Sequence: _____ (Journalism; Photojournalism/Doc Photography;
Bilingual Spanish Journalism)

Internship Supervisor
Name: _____ Title: _____
Email Address: _____ Phone Number: _____

Will the student use this experience to count as a capstone experience (only applies to students who started at SFSU before Fall 2019) _____ Yes/No/Not applicable

Internship format: _____ Remote _____ Onsite _____ Hybrid

Will the student be paid for their work?* _____ Yes/No

*The Journalism Department strongly encourages employers to pay students at least minimum wage for their work. Be aware that students who do an internship for college credit need to pay tuition and fees. If paying minimum wage is not possible, we ask that employers cover some or all of the cost of tuition and fees, as well as the student's transportation costs.

Please describe the job duties the student will be expected to perform:

Please describe and roughly quantify the work the student is expected to produce and publish/broadcast (approximately X number of text, audio, broadcast, video, photo stories; press releases; social media posts, etc.)

We acknowledge that the supervisor is required to complete a midterm and final evaluation in order for the intern to receive credit for the internship.

We acknowledge that the student will work at least 160 hours over the period of the internship. The student will keep and submit at the end of the term a log noting hours worked, tasks completed, and work produced and published, that is verified by the supervisor.

We understand that the intern 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 credit line in the work, a description of the work done must be included and a supervisor must verify. Published work is a requirement of this internship.

Internship Supervisor

Print Name

Signature

Date

Intern

Print Name

Signature

Date