

INTERNSHIP INFORMATION PACKET AND APPLICATION TO EARN CREDITS

What is an internship?

The Department of Communication and the Department of Digital Media and Journalism have developed an internship program to provide academic credit for professional experience related to your course of study. The goal is to provide you with a learning experience that allows you to synthesize your course work with experience in professional settings. An internship serves as a useful bridge from academia to the work world and will greatly enhance your job possibilities.

Most internships are unpaid positions. An organization offers you a learning experience in exchange for your labor. Internship credit is not given for doing clerical work or working in your family business. An internship is a structured learning experience; it is not a way to get academic credit for a job you would have anyway. Your internship placement is meant to provide both significant, professional experience that goes beyond the repetitive and limited tasks involved in most minimum wage jobs and contact with professionals in your chosen field.

Credits are not given retroactively. You must earn internship credits during the semester you are performing the internship. Internships are not possible over the winter break.

You must have departmental approval to seek an internship as well as for your internship placement, and you must enroll in a one-credit seminar that runs concurrently with your internship experience.

You may take more than one internship during your college career as long as the total credits do not exceed 15. In most cases, you will want to plan your internship for the last semester in college. **Students who wish to earn more than 6 internship credits require DEPARTMENT CHAIR AND DEAN APPROVAL and additional assignments to demonstrate learning outcomes. See Internship Coordinator for details.**

What does NOT count as an internship?

Internship credit is not given for doing clerical work or working in your family business. The Department will not approve of internship credits for The Disney College Program or blog sites such as Her Campus, Spoon University, Dorm Room TV, the Odyssey, College Fashionista or sports blog sites.

Requirements for departmental approval for an internship

- You **MUST** have a minimum GPA of 2.5.
- You **MUST** have completed 18 credits in your major. You also may be required to complete specific courses related to your internship.
- You **MUST** have completed one year in residence at New Paltz before doing an internship through us.
- You **MUST** be at least a junior (61 or more credits completed). We strongly encourage students to intern during their senior year.
- Journalism and Public Relations majors must complete two writing courses from the following list to be eligible for an internship: Journalism 1, Journalism 2, Feature Writing, Public Affairs Reporting, and Intro to PR.

You **MUST** apply for departmental approval to seek an internship before the following deadlines unless otherwise notified by the faculty internship director.

For Spring Semester Internships - The Second Friday in November

For Summer Session Internships- The Second Friday in March

For Fall Semester Internships- The Second Friday in April

Overview of the steps in process

FIRST: You must get departmental **approval** BEFORE you look for a placement. These are things the Internship Coordinator must have to approve you for an internship:

1. A completed application form
2. A one-page resume which lists local and home addresses
3. An up-to-date copy of your Progress Report
4. If you are an international student, you must speak with an adviser in the International Student Office to comply with visa regulations.

SECOND: You must find an acceptable placement in an organization. Finding a placement is just like a job search. The Internship Coordinator can help you by making suggestions, but the responsibility rests with you to be proactive. These are the things the Internship Coordinator must have AFTER you have a placement:

1. The Internship must be approved in writing by the Internship Coordinator prior to registering for credits and starting the internship
2. Internship Agreement Form (Completed with on-site supervisor): due within the **FIRST WEEK** of the semester.

Often, intern sponsors require a letter from SUNY to confirm that you are a registered student approved for an internship. Contact the Internship Coordinator for the letter.

THIRD: You must register. If this is your first internship, you must sign up for both internship credits and the Internship Seminar, both of which are restricted to Permission of Instructor. If this is your second internship, you do not need to take the Seminar again, but you must complete **The Internship Agreement Form** and **Supervisor Evaluation Form**. You may NOT register for the Internship Seminar or the internship credits until you have actually secured an internship that has been approved by the Internship Coordinator. **You must be aware of the number of credits and hours required to earn the credits (See below).** The Seminar (DMJ or CMM491) is a 1-credit course. Register for the combination of Internship classes (DMJ or CMM490) that total the number of credits of your internship. *Legislative Gazette* interns must take the Seminar. If your internship falls through, you will need find alternate placement. Contact the Internship Coordinator immediately.

FOURTH: You must meet the requirements during your internship. These are some of the requirements to be completed DURING your internship:

1. You must keep regularly scheduled hours at the sponsoring agency. Failure to attend work, frequent tardiness or other unprofessional behavior will result in forced withdrawal from the course.
2. During the first week of your internship or sooner, you must complete the Internship Agreement Form.
3. During your first internship, you must enroll in the online Internship Seminar
4. You must regularly participate in Blackboard discussions and other assignments as specified in the Seminar Syllabus.
5. You will secure a final evaluation from your on-site supervisor.
6. It is your responsibility to keep in touch with the Internship Coordinator if questions or problems arise, and to make sure you meet all requirements. Normally, email is most the most efficient means of communication.
7. You will be required to complete an evaluation of your internship placement.
8. If you have questions or problems during your internship, contact the Internship Coordinator right away. Problems might include: not being assigned to the types of activities described in the Agreement Form; being asked to spend more hours at the agency than indicated; not receiving feedback about your progress; or harassment. **Don't let questions or problems wait.**

What type of Academic Credit will you get for an Internship?

Internship credits are upper-division, non-liberal arts electives. Internship credits are graded as S/U, are considered upper division but not liberal arts credits; the Internship Seminar is given a letter grade and is an upper-division, liberal arts credit.

A 4-credit or 6-credit internship is required for Journalism majors depending on when you declared; and a 3-credit internship for Digital Media Production and Digital Media Management majors and Journalism minors. According to college policy, you may apply a TOTAL of 15 credits of Internship, Fieldwork, and Independent Study toward graduation. You may take more, but they simply will not count toward graduation. The number of credits you can receive is determined by the number of hours you work. The

seminar is NOT included in these totals. Also note, if you take two or more internships, you only have to register for the seminar the first time.

FALL/SPRING

Credit Hours	Hours Per Week (in a 15 week semester)	Total Hours
1	3	40
3	8	120
6	16	240
9	24	360
12	32	480
15	40	600

SUMMER

Credit Hours	Hours Per Week (in a 10 week semester)	Total Hours
1	4	40
2	8	80
3	12	120
6	24	240
9	36	360
12	48	480

****NOTE: Summer internships credits are not part of your annual tuition charges. Summer internship credits must be paid for individually PER CREDIT HOUR according to your residency status. Please see the SUNY New Paltz Summer Session webpage for more information on tuition & fees.**

<https://www.newpaltz.edu/summer/>

****NOTE: Any internship over 6 credits requires special approval and additional assignments to demonstrate learning outcomes. See Internship Coordinator if you seek to earn more than 6 credits.**

How you find an Internship placement

Once the department has approved you for an internship, you can then begin to look for a specific placement related to your individual interests. However, the Internship Coordinator must approve your final placement.

The Internship Program maintains a Facebook page where there is an up-to-date list of internship opportunities. <https://www.facebook.com/SUNYCommMediaInternships/>

Our department will also share with you the list of **prior placements** (See Internship Coordinator). You can also open an InternShop account which will help you search for placements. In my.newpaltz.edu, you can access HawkHire, which lists job and internship opportunities. Individual faculty members can also provide suggestions. It is

up to you to contact sponsoring agencies and gain their approval for your internship with them. Passing the department's screening process does not guarantee placement.

What the sponsoring/placement agency must provide

The sponsoring agency must be willing to assign an on-site supervisor who will develop a specific description of the tasks for the internship (See Internship Agreement Form). We view an internship as a stepping stone to professional employment, so we prefer that you develop professional-level skills. While we know that stuffing envelopes and answering phones is a part of any entry-level job, we do not want you to be an unpaid clerical worker. This is also a violation of Federal law. The sponsoring agency must provide an on-site supervisor who will train you and mentor you. We request that a supervisor provide a minimum of one hour a week in directing your activities. Good supervisors spend more time, particularly in the first weeks of orientation.

Internships Abroad: What to know about Study Abroad

If you do an internship overseas through the Study Abroad office, the Study Abroad office will register you for internship credits. You are responsible for asking the Internship Coordinator to register you for the Internship Seminar (permission of instructor).

International Students Must Get Authorization from the International Student Office

International Students [non-immigrant visa holders] have additional authorization requirements when they participate in an off-campus placement. This authorization must be entered into the student's immigration record **BEFORE** they begin an off-campus placement. Please see the **International Student Office** to update your immigration record with this authorization and obtain an updated immigration form with the authorization listed on it **BEFORE** you begin the placement. This procedure follows visa regulations set by the US Federal Government. If a student does not get the required authorization from the International Student Office, the college will be required to terminate their immigration status in order to comply with visa regulations.

For more information contact:

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REV: 12/19/17



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Internship Application Cover Sheet

Name (Print) _____ Date _____

Major/Concentration _____

Campus email _____

Phone _____

Internship Semester: Fall _____ Spring _____ Summer _____ Year _____

- Checklist: I have included:
- ____ Cover Sheet (this is it!)
 - ____ Application
 - ____ Advisor Signature
 - ____ Student Signature
 - ____ One Page Resume
 - ____ Progress Report

FOR OFFICE USE ONLY:

Notification: _____

List: _____

Placement: _____

Reg: _____

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APPLICATION FOR APPROVAL TO EARN INTERNSHIP CREDITS

STUDENT NAME _____ BANNER ID _____

MAJOR/CONCENTRATION: _____ MINOR: _____

ADVISOR _____

INTERNSHIP SEMESTER: FALL ____ SPRING ____ SUMMER ____ YEAR ____

LOCAL ADDRESS:

NEW PALTZ E-MAIL: _____ LOCAL PHONE _____

HOME PHONE _____ CELL PHONE _____

CREDITS TOWARD GRADUATION _____ (Include credits completed and in progress.)

OVERALL NEW PALTZ GPA: _____

INTERNSHIP CREDITS YOU SEEK TO EARN _____

I AM INTERESTED IN INTERNING IN NEW YORK CITY _____

I HAVE READ AND UNDERSTAND THE INTERNSHIP INFORMATION PACKET _____

I UNDERSTAND THAT FOR EACH CREDIT EARNED, I MUST WORK 40 HOURS (Therefore, a 3-credit internship requires 120 hours of work per semester, a 6-credit internship requires 240 hours, etc.)

Please check here if you are an International Student with an F-1 visa

STUDENT SIGNATURE

ADVISOR SIGNATURE

DATE

SUBMIT THIS FORM, ALONG WITH COPIES OF YOUR PROGRESS REPORT AND A ONE-PAGE (SINGLE-SIDED) RESUME TO:

Director of Internships, CSB 51

For office use only

Approved _____ Not Approved _____

Missing: Advisor's Signature _____ One-Page Resume _____ Progress Report _____ Insuff GPA _____

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