

INTERNSHIP INFORMATION SHEET SUMMER, FALL, SPRING

1. To enroll in the Internship Program, you must:
 - a. Be a Media Studies major **or** minor
 - b. Have a lower Junior ranking upon enrollment
 - c. Have an OVERALL GPA of 3.0
2. The Internship may be taken for a total of nine (9) credits, but no more than 6 credits can be taken per semester. Three (3) credits can count towards your Media Studies major.

135 working hours = 3 credits = 392.3*

270 working hours = 6 credits = 392.6*

*Internships are NOT counted as a 300 level course. They are an elective.

3. The Department of Media Studies offers opportunities for students in the areas of advertising, public relations, radio, television, production, casting, etc.
4. Media Studies maintains a database of over 450 companies to help you find an internship. We also provide a list of websites to help you in your search. YOU, however, are responsible for **getting** your internship. This means creating a resume and cover letter (which the Internship Director can help you with), sending it out to prospective employers and setting up interview appointments.
5. The Media Studies Internship requires a Faculty Sponsor to supervise your research. The Faculty Sponsor is selected by the student. (In most cases, the Internship Director serves as the Faculty Sponsor.)
6. Each student intern must select a topic on which he/she will write a (1) proposal and (2) the Research Paper itself. Due dates will be on the course syllabus.
7. The Research Proposal is submitted **typed** to your Faculty Sponsor for evaluation.
8. The Research Paper is due on an assigned date: one copy to your Faculty Sponsor (if you have one other than the Internship Director) and one to Mara Einstein, Internship Director.

To apply:

1. Fill out Form A which is the application form.
2. Prof. Einstein will verify your GPA.
3. Find Internship opportunities through the Media Studies database, job search websites or your own research and personal contacts.
4. Arrange interviews with companies and decide on a position.
5. Inform Internship Director that you have been “hired” for an internship, so you can be registered for the internship. **YOU CANNOT REGISTER YOURSELF.**