University of North Texas

Guidelines for Internships

Standards

Students must meet prerequisites and standards set by the Mayborn Graduate Institute of Journalism before enrolling in internships. Internships must be approved in advance by the director of the Mayborn Graduate Institute or supervising professor, if other than the director. Students who obtain internships without approval are subject to immediate drop.

An internship requires work in a professional situation for a minimum of 40 hours a week for 10 weeks during the summer term, or a minimum of 20 hours a week for a fall or spring semester (15 week commitment). An on-the-job professional and the journalism internship coordinator (or a journalism faculty member) must supervise the work. The internship must involve the intern in work and activities that directly relate to his or her field of study.

The supervising professional must complete a mid-term evaluation form and an end-of-semester evaluation form on the intern’s work performance. Evaluation forms will be sent to the intern’s supervisor via fax or email.

Reports

The intern is expected to consult regularly with the internship coordinator and file typed biweekly written reports of the intern experience to the adviser. The biweekly reports may be faxed or sent via email. You may report in any form (outline, essay, diary, or bullets).

Reports must include:

- What you have done
- What you have learned
- Comments on what you like or dislike about your internship
- Examples of work such as stories, news releases, ads, photos, media lists, etc.

The preferred method of sending reports is via e-mail to the internship coordinator: Jo Ann Ballantine at joann.ballantine@unt.edu. Reports may be delivered to the Mayborn Graduate Institute of Journalism Office or appropriate faculty or staff mailbox in the journalism office. You can mail reports to the department address: 1155 Union Circle, #311460, Denton, TX 76203-5017. Reports can also be faxed to 940.369.8959. Students will complete an internship summary at the end of the semester.

The director of the Mayborn Graduate Institute of Journalism or faculty supervisor will try to make at least one site visit to the intern provider during the semester. It is the student's responsibility to schedule a site visit on with the company/organization supervisor and internship coordinator.

Site Visits
Internship Checklist

1. Obtain an application form from the Mayborn Graduate Institute of Journalism in GAB 207 or from Jo Ann Ballantine, internship coordinator, in GAB 205.

2. Obtain a letter from the company or business that states you have been accepted for an internship at the organization. Attach this acceptance to the internship application or request the letter for the internship be sent to Jo Ann Ballantine at joann.ballantine@unt.edu. This acceptance letter may also be in the form of an email sent by the supervisor at the internship company.

3. Submit the signed and completed internship application form to Jo Ann Ballantine in person, by US Mail or take to the Mayborn Graduate Institute of Journalism office in GAB 207. A completed and signed application form is required to receive the teleregistration code. No exceptions will be made.

Contact: Jo Ann Ballantine
Internship Coordinator

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