Internship Information for the Department of

Journalism and Public Relations

1. Think ahead.
   Plan ahead to find a satisfactory internship placement that fits your curriculum and plan of study. It is important to start your process at least the semester before you want to intern. To avoid problems and disappointment, it is advised that students submit their internship application packet according to the following schedule:
   - Fall internship: During the prior spring semester
   - Winter internship: By mid-November
   - Spring internship: By mid-November
   - Summer internship: By mid-April

   Journalism & Public Relations majors may complete an internship (JOUR 496) for 3-15 credits. Note: Keep in mind that the Department allows only one internship for credit per student.

2. Determine if you qualify.
   Requirements:
   - Completion of 60 credit hours
   - 2.0 overall QPA
   - 2.5 QPA in Journalism and Public Relations classes

3. Prepare a resume.
   Develop a polished and professional-looking resume. If you need help developing one, contact the Career Services office (Pogue Center Room 211, 732-2781).

4. Secure an internship.
   While the Department office is available to assist and support you, it is your responsibility to find and secure an internship opportunity. Go about this in much the same way that you would go about finding a job. Look for an internship appropriate to your focus in journalism and for which you have had course preparation (public relations, radio, television, marketing, advertising, etc.) For ideas for internship sites, you may consult the internship binders in the Department internship office that contain current opportunities as well as past placements. Or, think creatively and come up with new ideas.

5. Begin the application process.
   Once you have secured an internship, stop in to the Department Internship Graduate Assistant’s office in Compton 105A to obtain information about the application process. You will be given a set of forms and...
a checklist with instructions. There are eight components to the application packet, so be sure to allow yourself plenty of time to work through them. They include:

1) Application for Permission to Register for an Undergraduate Internship form
   - Go to Edinboro.edu
   - Type “Career Services” in the search box
   - Click on “Internships” link on the left
   - Click on “Undergraduate Internship Application”

2) Your unofficial transcript from SCOTS

3) Detailed degree evaluation or audit, also from SCOTS

4) Detailed current schedule, also from SCOTS

5) A one-to-three page typed internship proposal

6) A QPA Requirements Sheet (in your information packet)

7) Faculty Recommendation (in your information packet)

8) Proposed internship work schedule (in your information packet)

6. Submit the packet.

Once you have your application packet compiled, drop it off to the Department Internship Graduate Assistant’s office in Compton 105A. You may be contacted to make revisions to your proposal. After any necessary revisions are made, your application will be forwarded to the office of the Dean of Liberal Arts. If the Dean approves your application, you will be notified by mail. The scheduling office will add your name to the internship roster, and you may consider your internship officially scheduled. You do not need to schedule your approved internship on SCOTS.

7. Prepare yourself for your internship.

Your next contact will be from the Department’s Undergraduate Internship Coordinator. At that time, you will receive an Internship Guide informing you of the requirements and guidelines for completing an internship. Read this resource carefully. In addition to your assignments on the job, you will have assignments from the University, which you must complete in order to earn academic credit. These assignments are laid out for you in the Internship Guide. You will be notified of the due dates for these assignments by the Internship Coordinator once the semester begins.

8. Ready, Set, learn!

Go have a meaningful internship experience by learning as much as you can. Be a self-starter, and make yourself an asset to the organization. The Internship Coordinator and your faculty supervisor will be in frequent contact with you throughout the internship period.

Questions? Contact the department office at 814-732-2441.

Financial Note: A Journalism and Public Relations internship is an opportunity for students to receive academic credit for on-site training in a professional workplace. Although instruction does not take place in a traditional classroom setting, the student still receives a faculty-supervised learning experience for credit. Tuition is structured the same as tuition for any other credit-bearing course work.
Applying for a Journalism and Public Relations Internship
Follow this checklist!

☐ 1. Complete the form entitled Application for Permission to Register for an Undergraduate Internship.
   ▪ This form may be obtained online by going to www.edinboro.edu, type “career services” in the search box, click the link “internships,” and click the link “undergraduate internship application.” Complete the application online using JOUR 496 Internship as course number and title.
   ▪ To determine the number of hours required per week, a) multiply the number of credits you intend to earn by 37.5, and b) divide that answer by the total number of weeks in your internship period. This will provide you with the minimum number of hours you will need to work each week to fulfill the requirements. However, whenever possible, it is suggested that you complete a 12-credit internship in 12 weeks, 15 credits in 15 weeks, etc.
   ▪ Print out a copy of your completed application to include with your packet and a second copy to keep for your personal records.
   ▪ Sign your application and obtain the signature of your academic advisor on the application.

☐ 2. Obtain necessary information from S.C.O.T.S.
   ➢ Your unofficial transcript.
   ➢ Your degree audit (or evaluation).
   ➢ Your current schedule.
   ▪ Print out these documents to include with your application packet:
     ➢ QPA Requirements Form.
     ➢ Faculty Recommendation for Undergraduate Internship form.
     ➢ Proposed internship work schedule.

☐ 3. Complete the Faculty Recommendation for Undergraduate Internship form.
   ▪ Obtain the signature of a faculty member who is willing to recommend you for an internship. The faculty member must have instructed you in a 300 level class or higher.

☐ 4. Prepare your one-to-three page internship proposal.
   ▪ Describe your education and professional objectives for the proposed internship.

☐ 5. Complete the internship work schedule worksheet
   ▪ This document will help you to determine the correct number of hours you will need to complete and to then create a work schedule for your internship. This schedule should be completed and approved by your on-site supervisor.

☐ 6. Complete the QPA calculator sheet.

☐ 7. Submit your packet.
When all items are collected, submit the entire packet to the Department Internship Graduate Assistant’s office in Compton 105A for approval by the Department Chair. Your final application packet will include 8 components:

1. Completed online application form signed by you and your advisor
2. Your unofficial transcript of all classes you have taken (available from SCOTS)
3. Your degree evaluation (or audit) from SCOTS
4. Your detailed current schedule from SCOTS
5. A one to three page typed internship proposal
6. A QPA Requirements Sheet (from this packet)
7. A Faculty Recommendation (from this packet)
8. A Proposed Internship Work Schedule (from this packet)

You may be contacted to make revisions to your application. If not, your application will be forwarded to the Dean’s office for approval.

Once the Dean approves your application, you will be notified by mail. The scheduling of your internship will be processed automatically through the scheduling office. You do not need to schedule your approved internship on SCOTS.

The Undergraduate Internship Coordinator from the Journalism and Public Relations Department office will contact you next to inform you of the requirements and guidelines for completing a Department internship.

Questions? Contact the Department Internship Coordinator at (814)-732-2441.

**How to access the internship Online Application**

- Access the Edinboro University website home page.
- Type “Career Service” in the search box.
- On the left hand side of the Career Services page, go to *Internships*. Under *Internships*, click on *Undergraduate Internship Application*.
- Fill out the application online and print out a copy to include with your entire application packet. Be sure to sign your application and also obtain your advisor’s signature. You may want to print an additional copy to keep for your records.
Eligibility for a Journalism and Public Relations internship is determined in part by the attainment of at least a 2.0 QPA in all course work, and the attainment of at least a 2.5 QPA in JOUR courses.

**Instructions for calculating QPA**

The following Quality Points are assigned to the equivalent grade received in a course.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
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<td>A-</td>
<td>3.75</td>
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<tr>
<td>B+</td>
<td>3.50</td>
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<td>B</td>
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The QPA is calculated by determining the quality points for each class using the above scale and multiplying that number by the number of credit hours for the course. These figures should be summed and divided by the total number of credit hours.

**For Example:**

<table>
<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>GRADE EARNED</th>
<th>QUALITY POINTS</th>
<th>CREDIT HOURS</th>
<th>POINTS X HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR216</td>
<td>Beginning Reporting</td>
<td>B+</td>
<td>3.50</td>
<td>3.00</td>
<td>10.50</td>
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<tr>
<td>JOUR226</td>
<td>Digital Media Design</td>
<td>C</td>
<td>2.00</td>
<td>3.00</td>
<td>6.00</td>
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<tr>
<td>JOUR316</td>
<td>Intermed Reporting</td>
<td>A</td>
<td>4.00</td>
<td>3.00</td>
<td>12.00</td>
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Total Credit Hours: ________________
Total Points x Hours: ________________
QPA: ________________

Enter below the pertinent information for your major requirements that you have completed. Completing the calculations will provide you with your major QPA. All courses must be recorded even if you received an unsatisfactory grade.

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<thead>
<tr>
<th>COURSE NO.</th>
<th>COURSE TITLE</th>
<th>GRADE EARNED</th>
<th>QUALITY POINTS</th>
<th>CREDIT HOURS</th>
<th>POINTS X HOURS</th>
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TOTAL CREDIT HOURS: ________________
TOTAL POINTS X HOURS: ________________
QPA: ________________

Above is a calculation of my Major QPA, which meets the requirements for internship eligibility. I have also attached a current academic history, including demonstration of a QPA that meets the overall course QPA requirements.

_________________________________________    _________________________
Student’s Signature                        Date
Department of Journalism and Public Relations  
Faculty Recommendation for Undergraduate Internship

Student Name: ____________________________________________________________

The above named student has completed one or more 300 level or higher JOUR courses in which I was the instructor. Therefore, I am in a position to make the following judgments as to the student’s potential to represent the department as a successful intern. Please evaluate the student accordingly in the following areas:

**Attendance**

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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</table>

**Reliability**

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<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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**Honesty/Integrity**

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<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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</table>

**Initiative**

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<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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**Creativity**

<table>
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<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
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**Attitude toward criticism**

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<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
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**Ability to work with others**

<table>
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<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
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</table>

**Writing skills**

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Speaking skills**

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Technological skills**

<table>
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<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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**Research/Critical evaluation skills**

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<tr>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
<th>N/A</th>
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Comments (Please continue on back of page if necessary):

__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

I DO RECOMMEND_________  I DO RECOMMEND (with reservations)_________  I DO NOT RECOMMEND_________

the above named student for enrollment in the Department of Journalism and Public Relations Internship Program.

Faculty Signature ___________________________  Date _________________
Department of Journalism and Public Relations
Undergraduate Internship Proposal Requirements

The purpose of the internship proposal and description is two-fold. First, you are describing the internship as well as explaining its significance and contribution to your academic and professional goals. Secondly, you are demonstrating that you are personally and professionally suited for an internship. Your proposal should exhibit your best writing skills and prove that you are mature and capable enough to successfully complete an internship. Plagiarism is not professional and will not be tolerated.

Your internship proposal and description must be:

- Neatly and accurately typed.
- Grammatically correct.
- Your own work.
- 1-3 pages.

Your internship proposal and description MUST include:

- The name of the organization or agency for which you will be interning.
- The department(s) in which you will be working.
- The name(s) and title(s) of your on-site supervisor(s).
- A description of your primary duties as an intern.
- An explanation of how this particular internship relates to your academic program of study via examples of skills learned from specific courses completed at Edinboro University.
Department of Journalism and Public Relations

Internship Work Schedule

Please review the number of hours that your internship requires and determine the appropriate number of weeks and hours per week that you will be working based on that number. Keep in mind that these hours must be completed within the parameters of the semester. This schedule should be agreed upon with your internship site supervisor.

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Hours Required</th>
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<tbody>
<tr>
<td>3</td>
<td>112.5</td>
</tr>
<tr>
<td>6</td>
<td>225</td>
</tr>
<tr>
<td>9</td>
<td>337.5</td>
</tr>
<tr>
<td>12</td>
<td>450</td>
</tr>
<tr>
<td>15</td>
<td>562.5</td>
</tr>
</tbody>
</table>

Please fill in the hours that you plan to work each day. Note that your hours per week should not exceed 40 hours. Also keep in mind that in a typical eight hour work day you should include a 30 minute break, this means that your hours per week will range between 37.5 and 40 hours.

Sunday: _______ to _______  Break: _______ to _______

Monday: _______ to _______  Break: _______ to _______

Tuesday: _______ to _______  Break: _______ to _______

Wednesday: _______ to _______  Break: _______ to _______

Thursday: _______ to _______  Break: _______ to _______

Friday: _______ to _______  Break: _______ to _______

Saturday: _______ to _______  Break: _______ to _______

Total number of hours per week: ___________________

Total number of weeks: ___________________________

Total number of hours to complete: _______________

By signing this document you agree to work the hours stated above. Any changes in these hours must be approved by the Department of Journalism and Public Relations prior to the change in hours occurring.

Intern Name: __________________________________________________________________

Signature: ____________________________________________ Date: _________________