



College of Media

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

INFORMATIONAL SHEET FOR 495 INTERNSHIP COURSES (for Media-related internships):

We are committed to encouraging internships and other professional experiences that occur outside the classroom. Any internship that earns academic credit, however, needs to be a rigorous and robust learning experience rather than straightforward operational work experience, and it must take place in a professionally mediated environment.

Does your internship . . .

- Integrate classroom knowledge/theory in an applied professional setting
- Provide extensive professional supervision
- Encompass 100+ hours of professional experience
- Conclude with appropriate evaluative feedback

If so **AND** you are enrolled in the College of Media we may be able to provide 1 credit hour for: **ADV 495, JOUR 495, or MACS 495**

Site Selection & Approval

Students must select an internship site in which they wish to gain hands-on experience and meet with the site supervisor to discuss potential duties and tasks. Examples of appropriate activities include attending staff meetings, assisting staff with projects, undertaking independent projects, reading literature in pertinent professional journals, and writing reports/creating materials. *Although clerical duties such as photocopying, typing others' work, or running errands can be expected as part of an internship, clerical and related tasks should encompass no more than 10% of the intern's regularly assigned duties.*

In addition to the time spent on course assignments, students will be expected to complete a minimum of 100 hours working at the internship.

It is the sole responsibility of the College of Media and not the internship site or any other institution/organization to define and approve any internship for credit in the College of Media.

Course Requirements

The site and supervisor must be approved by the course instructor prior to final arrangements for the internship.

Course registration will not be guaranteed until the Professional Internship Course Form has been completed and approved by the course instructor. The approved Professional Internship Course Form will be placed in the student's file maintained in the Student Services Center.

KEY TERMINOLOGY

Course Instructor: Each department has assigned the faculty member who will serve as the instructor of the course. Media Career Services will secure the appropriate signature after the student has turned in the Professional Internship Course Form.

Site Supervisor: A professional employee at the host company that serves as the supervisor for your internship and will participate in the Internship Memorandum of Agreement and Evaluations, as assigned by the course instructor.

If you desire credit for completing an internship, you must:

- Provide an official description of the internship responsibilities and duties, the hosting organization, and the supervisor's contact information and role via the Professional Internship Course Form, as this information will be required for review to determine course approval.
- Be approved for a 495 prior to the beginning of the internship. *If an overload is required, please contact your academic advisor for approval.*
- Sign up for 495 for Fall or Spring semester, after receiving approval. If you sign up for 495 as a summer session course, you will be billed for summer course enrollment.
- Be aware that the College of Media's approval of internship credit is **NOT** an "Indemnification Agreement". The College of Media and the University of Illinois do not take any liability responsibility for the student in the internship workplace.

If you desire credit for completing an internship, you cannot:

- Request to enroll in 495 for two (2) internships at the same time.
- Request to enroll in 495 for (1) internship over the course of two or more terms/semesters.

The requirements for the internship course will vary slightly based on the instructor. Course assignments may include, but are not limited to:

- Creating an internship memorandum of agreement (MOA)
- Conducting an informational interview
- Completing an evaluation with your supervisor