

Accepting an Internship for Academic Credit

1. Arrange for a potential internship and submit an application form for its approval to the internship coordinator. The department may accept or reject the proposal for academic credit, and suggestions for the internship may be offered.

2. If the coordinator approves the course for credit, register for Journalism 427, the internship class, by having the coordinator sign the application form that can be found online at <http://www.uwosh.edu/journalism/internships/info>.

3. During the internship, keep a log of tasks performed and collect work samples in both print and electronic forms.

4. Have the employer send an evaluation of job performance to the internship coordinator at the completion of the internship.

5. Attend designated classes and complete requirements described in those classes.

6. Meet individually with the internship coordinator for an exit interview after the class and internship are completed. At this interview, your portfolios, resume and references and more will be critiqued.

university of wisconsin oshkosh
department of journalism

For more information:

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Frequently Asked Questions

Can I take an internship without taking the internship class?

A: Yes! The Journalism Department encourages all students to pursue internships to gain experience in any field. You will not get credit for this internship experience, but you will be able to use it on your resume and gain examples for your portfolio.

I'm worried about my résumé and cover letter. Any advice?

A clear, simple and brief approach is usually best. Include information on past work experience and educational background. You can find résumé examples and advice at the Career Services website at <http://www.uwosh.edu/career/students/resume-resources>. Make sure your résumé and cover letter are neat, error-free and easy to read. Your cover letter should be directed to a specific individual and convey a positive attitude about your ability and desire for the job. Depending on the internship, you may want to send work samples with your cover letter and résumé.

What should I expect in an interview?

The employer wants to learn about you. Be prepared to explain your experience and skills. Be alert and courteous. Show off your work in your portfolio. Speak directly to the interviewer. Be familiar with the organization so you can ask intelligent questions. Be prepared to take tests, especially for reporting or editing positions. After the interview, follow up with a personal thank you letter within 24 hours. However, if they plan to make a hiring decision within that time frame, a thank you email will do. This may set you apart from other candidates.

What should I do after the interview?

Keep in touch with your prospective employer because your call or letter may come at just the right time. Allow about two weeks after the interview to inquire about your status. Frequently, luck does play a role in finding a job or internship.

Department of Journalism

Navigating the Internship Program



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The benefits of an internship

1. Learn application and interview skills

When applying and interviewing for an internship, you'll see first-hand how professionals in your career path screen potential employees. You'll spend time perfecting your résumé and cover letter. You'll learn how to interview with confidence and show your portfolio and past work with pride but without bragging. This will prepare you for when you apply for jobs after graduation, no matter your career choice.

2. Gain real-world job experience

With an internship, you'll gain on-the-job experience and get clips for your portfolio that will help you land a full-time position after graduation. But you'll also discover if you really want to work in your chosen field, or perhaps find a field that is definitely not for you.

3. Develop time management skills

While interning, you'll also have to balance school, family and other work obligations. You'll probably have some late nights and early mornings. Through these experiences, you'll learn to prioritize your responsibilities and time.

4. Earn college credit

While you may not be making a huge salary from your internship, you can earn college credit from the Journalism Department. You must submit an application for approval to Barbara Benish, department internship coordinator, before the internship begins. If approved, you will be enrolled in the 3-credit internship class, J427.

Throughout your internship, keep samples of your work and have your employer submit a job performance evaluation to the department upon completion.

Check out the eligibility and guidelines section for more information.

How to find an internship

1. Start at home in the department

The Journalism Department offers several resources for students looking for internships. A list of internships is posted on the bulletin boards outside the main Journalism Office (Sage 3003) and in the Journalism Library (3408). In addition, lists of internships are available at <http://www.uwosh.edu/journalism/internships/opportunities>. Students are also encouraged to work with the internship coordinator, Barbara Benish, in creating other internships at appropriate businesses and organizations. You may also search for internships using Titan Jobs at <http://www.uwosh.edu/career/students/titan-jobs>.

2. Look around you

Be aware of internships held previously by UW Oshkosh students. Even your favorite restaurants, businesses, stores, newspapers, magazines, public relations or advertising agencies and radio or television stations may have possible internships. All you need to do is ask.

3. Look nowhere near here

Search everywhere for internships. Check out other states for internship opportunities, as well. The internship website has links to opportunities in other states at <http://www.uwosh.edu/journalism/internships/opportunities>. Be sure to also check out Big Shoes Network for internships or jobs in the Midwest and South in advertising, communications, graphic design, marketing, public relations, social media and web design and development. Another good source for information is LinkedIn. Just click on the "Jobs" tab. It's a good way to expand your horizons.

Job hunting is no time to be shy. Resumes should be sent to as many employers as you are seriously interested in.



Eligibility and Guidelines

The Journalism Department has established the following guidelines for students taking the Professional Journalism Internship course. These guidelines have been adopted by the Accrediting Council on Education for Journalism and Mass Communications (ACEJMC).

1. Students will be screened by the department for internships.

The prospective intern must present evidence to the internship coordinator of adequate preparation through course work and/or other related experience to justify the internship. In presenting that evidence, the student must complete and submit the "Student Application" form that is found on the internship website.

2. Students earning internship credits must be Journalism majors or minors.

3. Student interns are expected to have completed course work in relevant Journalism courses for the internship sought.

For instance, those seeking a reporting position should have completed the reporting course by the start of the internship.

4. Interns must have at least a 2.5 GPA overall and in their major or minor.

5. Students are not guaranteed academic credit for an internship unless it is approved prior to the start of employment.

6. The coordinator will grade the student at the end of the class.

This grade is based on a pass/fail system.

7. Students can not earn credit for more than one internship through the department.

Students may only receive academic credit from one internship or practicum, including internships from different departments.