

Communication and Media Studies (COM/MES) Department
Media Studies Internship Program: Guidelines

Prerequisites:

- 1.) Junior or senior standing, Media Studies (MES) major(s) only
- 2.) Have a minimum 2.5 GPA in the major
- 3.) Media Studies: Internship Application Form, available from the Communication and Media Studies (COM/MES) department office and/or from the internship instructor.

Application Process:

- 1.) Student will complete and submit the Internship Application Form to the internship instructor.
- 2.) If the internship instructor approves the application, the COM/MES department will provide the student with a list of internships* and, if needed, a letter of recommendation. The student can contact the COM/MES department at (207) 228-8438 for registration instructions. Depending on the needs of the internship site, a student may register up to three weeks after the beginning of the semester.
- 3.) The student will make independent contact with the employer in order to secure the internship.
- 4.) Once a student has secured an internship, s/he must have the employer complete the Internship Contract Form that is available from the COM/MES department office. The completed Internship Contract Form must be returned to the internship instructor *prior* to the beginning of the internship.

Requirements for Receiving Internship Credit:

- 1.) Perform 30 hours of internship work for each credit earned (1—6 per internship, for a maximum of 15 total credits).
- 2.) Keep a journal that records weekly activities and impressions.
- 3.) Complete a final paper (5—7 pages) on the internship experience.
- 4.) Maintain a portfolio documenting the work accomplished during the internship.
- 5.) Attend two to three scheduled internship meetings with the internship instructor and other students each semester.
- 6.) Have the field supervisor submit a final evaluation form at the end of the internship.
- 7.) Submit the following for final assessment: journal; final paper; and portfolio.

*Note: Students may find internships on their own, but such internships must be approved by the internship instructor for Media Studies (COM/MES department).