

**Department of Mass Communication  
Minnesota State University  
136 Nelson Hall  
Mankato, MN 56001  
Phone: (507)389-6417 (V) Fax: 507-389-5525 (V)  
800-627-3529 (MRS/TTY)  
E-mail: [robyn.lundsten@mnsu.edu](mailto:robyn.lundsten@mnsu.edu)**

### **POLICIES AND PROCEDURES—MASS498 INTERNSHIP**

The purpose of MASS498 (Internship) is to let students expand their mass communication skills and knowledge in a professional setting.

Every student must register for four (4) semester credits and serve at least 180 clock hours of internship work before graduating.

The student may intern in any semester or in the summer. Credit will not be granted retroactively—the student must get permission from the department chair before registering for the internship or doing the work. Students must register for MASS498 just as they would for other courses.

**To be eligible for an internship, a student must have completed these courses: MASS221W, 312, 330, 411, plus two additional 300/400-level MASS courses.**

The student should discuss internship plans with the chair several weeks before the internship is to begin. The student will complete a contract for the internship after consulting with the chair and professional supervisor (see next page). The student and supervisor must sign the contract before returning it to the chair for final approval and permission to register.

#### **IMPORTANT INFORMATION—PLEASE READ CAREFULLY:**

- **Pay:** Students must be paid for their internships. Non-profit organizations are exempted from this requirement.
- **Supervisor:** The supervisor must be someone with mass communication experience.
- **Student essay:** The student must submit to the department chair a two- to three-page, double-spaced, typed report detailing the internship experience. The deadline for this report is in the middle of finals week in which you have enrolled for the internship. A portfolio of work is optional.
- **Supervisor evaluation:** The department administrative assistant will email an evaluation form to the supervisor prior to the end of the student's internship. The supervisor is to complete the evaluation form and return it as soon as possible.
- **Internship work is graded P/NC only.** Letter grading is not an option. Assignment of a grade rests entirely with the chair, based on the supervisor's evaluation and a student's written report.

**WITHOUT THE EVALUATION AND WRITTEN ESSAY, THE CHAIR CANNOT GIVE THE STUDENT A GRADE FOR THE INTERNSHIP.**

**DEPARTMENT OF MASS COMMUNICATION**

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**CONTRACT FOR INTERNSHIP – MASS 498**

This form must be completed and returned to the department chair before a student will be allowed to register for an internship.

**Student name** \_\_\_\_\_ **Address** \_\_\_\_\_

**Student local phone #** \_\_\_\_\_ **Tech. I.D. #** \_\_\_\_\_

**Semester** \_\_\_\_\_ **Year** \_\_\_\_\_ **Start & end dates** \_\_\_\_\_

**Supervisor name\*** \_\_\_\_\_ **Supervisor phone # (\_\_\_\_)** \_\_\_\_\_

**Supervisor's e-mail** \_\_\_\_\_

\* "Supervisor" is the person guiding you at the internship site, not the mass communication chair.

**Location of internship** (Organization's name and specific address)

Organization: \_\_\_\_\_

Street and/or P.O. Box \_\_\_\_\_

City/State/ZIP code \_\_\_\_\_

**Duties of the internship** (kind of work student will do for evaluation)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reviewed, approved and signed by:**

Student \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**STUDENTS: PLEASE READ AND INITIAL BELOW!**

I, the student intern, have read the internship policies and procedures that accompanied this contract. I understand and agree that I must turn in a typed report detailing the internship experience. The deadline for this report is the middle of finals week in the term in which you have enrolled for the internship. If I cannot complete the project by that deadline, I will seek, in writing, an "In Progress" or "Incomplete" grade from the department chair no later than the middle of finals week. I understand that failure to submit the project or a written request for alternate arrangements may affect my grade for the internship.

Initials of Student \_\_\_\_\_ Date \_\_\_\_\_