



# Journalism Internship Procedure

## Mission

The Journalism Program considers practical experience and exposure to the field of journalism as one of its fundamental goals. For that reason, we grant academic credit (4 credits) to eligible students who complete a 200-hour internship in journalism. The internship counts as a journalism elective course.

## Eligibility

To be eligible to apply for the internship, you must be an admitted ALM degree candidate in Journalism, in good academic and financial standing with a cumulative GPA of 3.5 or higher, and have completed a minimum of 24 graduate credits toward the degree, including the four required courses.

## Initial Interview

To begin the process, contact Jody Clineff, Assistant Director of Writing Programs and Journalism Academic Advisor, at [academic\\_advising@extension.harvard.edu](mailto:academic_advising@extension.harvard.edu) to confirm your eligibility and interest in pursuing an internship. Once she has verified that you are eligible, she will refer you to June Carolyn Erlick, the internship coordinator, for a preliminary interview. Be prepared to provide your resume and describe your background and ambitions for journalism work during this interview.

Although it is the student's responsibility to locate an acceptable internship, you may use this initial interview with June Carolyn Erlick to guide you to potential sites and opportunities based on your area of interest.

## Approval and Registration

Once you find an internship, you then develop a plan in consultation with the site supervisor and June Carolyn Erlick and then formalize the plan on the internship application form. This plan acts as a contract between you, the journalism internship site, and the Extension School.

Once the site supervisor signs the form, the student should send the form by email to Jody Clineff ([academic\\_advising@extension.harvard.edu](mailto:academic_advising@extension.harvard.edu)) and June Carolyn Erlick ([jerlick@fas.harvard.edu](mailto:jerlick@fas.harvard.edu)). June Carolyn Erlick then reviews it to determine the internship's academic merit. Her review ensures that it is a value-added experience, the responsibilities are at a high level (not routine administrative tasks), and the work specifically relates to the field and to your goals.

You register for the internship after you receive a letter of authorization from the Dean of Academic Programs. The timeline for registration follows the same calendar as all our other courses, but you need to have your project approved by:

- July 1 to register in fall
- November 1 to register in spring
- April 1 to register in summer

## Student Responsibilities

When you have completed 180 hours of the internship, notify June Carolyn Erlick and Jody Clineff that you are nearing completion of the work. Within one month after finishing your internship, email your internship report to June and Jody. The report should contain the following:

- Brief description of the company, agency, etc.
- Description of main internship activities/responsibilities
- Specific skills or knowledge that you used during the internship.
- Specific skills or knowledge that you learned during the internship.
- Copies of pieces you wrote for the internship (if applicable).

## Final Paper and Letter from the Internship Supervisor

In addition to the internship report, your site supervisor must submit a letter confirming the organization, internship job title, start and end dates, number of hours worked, internship responsibilities, and how well you did the job. The letter should be sent directly to Jody Clineff, [academic\\_advising@extension.harvard.edu](mailto:academic_advising@extension.harvard.edu).

Once received, June Carolyn Erlick will review your report and the site supervisor's letter and issue a pass/fail grade for your internship.



## Journalism Program Internship Application Form

STUDENT INFORMATION			
Last/Family/Sur name(s)		First/Given name(s)	Middle name(s)
E-mail			Day time phone number
Current employment status (part-time, full-time, not working)		Current employer	

INTERNSHIP INFORMATION			
Internship organization			
Internship job title			
Start date	End date	Hours per week	Total hours intended
Internship responsibilities (use a separate page if necessary)			
Student's signature _____ Date _____			

### This section to be completed by the internship supervisor

INTERNSHIP SUPERVISOR INFORMATION		
Last/Family/Sur name(s)		First/Given name(s)
		Middle name(s)
Title		
Length of time at present position	Work address	
Day time phone number		
E-mail		
I have read the above plan and agree to serve as supervisor for this 200-hour journalism internship.		
Internship supervisor's signature _____ Date _____		

### This section to be completed by the Journalism Academic Advisor

JOURNALISM ADMINISTRATOR INFORMATION		
Last/Family/Sur name(s)		First/Given name(s)
		Middle name(s)
Title		
Journalism administrator's signature _____ Date _____		

### This section to be completed by the Journalism Internship Coordinator

I approve the internship plan as stated above.	
June Carolyn Erlick's signature _____ Date _____	