Internship Handbook
Department of Media Studies

The Department of Media Studies at UW-Platteville strives to provide an education that will lead to viable careers in communication-related fields. While this education is held primarily in classrooms and technology laboratories, students are also required to have practical work experiences off campus.

Course description
MEDIA 4990 Media Studies Internship 1-3 credits
An on-the-job assignment commensurable with the student’s emphasis and career goals. May be repeated once for credit; however, each experience must be significantly different to provide breadth within the field. Internships required a minimum of 50 hours on-the-job for each credit. Graded on pass/fail basis.

Minimum criteria to register for 4990 Media Studies Internship
☐ You must be in good academic standing (not on probation), with at least 60 credits earned (or in progress at time of registration) overall.
☐ You must have earned (or have in progress at time of registration) 21 credits in Media Studies.
☐ Make an appointment to meet with your advisor. To this meeting, take the following:
  ☐ your university progress report (from PeopleSoft) with Media Studies courses highlighted
  ☐ your current résumé
  ☐ a completed “Internship Work Agreement” form
  ☐ a printed map and/or directions to your employer’s location
☐ Once your advisor approves of the internship experience, you will need an “Internship Registration” card. Give the completed card to the department assistant so you can register for the course.
☐ You are encouraged (but not required) to complete 3010 Business Communication prior to registering for 4990 Media Studies Internship.

Administrative Policies
- The internship experience must relate to your emphasis and career interests.
- The internship may be paid or unpaid. This is negotiated between you and the employer.
- You may not conduct an internship experience where a relative is your employer or direct supervisor.
- The work experience must be off-campus and must be located on-site (at the employer’s place of business; the work cannot be equivalent to free-lance or independent contractor work). You may not work from home or on campus (i.e., in computer labs).
- The internship experience must be at least 1 credit and requires a minimum of 50 hours of work experience. You are encouraged to complete more than the minimum number of hours.
- The internship experience may not exceed 3 credits per semester/session.
- Internship credits are repeatable once (for 1-3 credits), with up to 6 credits to be counted towards your degree program. Each experience must be significantly different (e.g., working for a different department within one company or working for a different employer in the same field).
- Internship grades are determined on a pass/fail basis. Passing requires the following items:
  - appropriate approval are on file prior to registration;
  - weekly reports are filed with the department in a timely manner (hours to be counted for credits must be reported within 10 days of occurrence)
• at least the minimum number of hours required have been documented appropriately (through weekly reports);
• at least one of the two required supervisor reviews is on file; and
• the materials produced on this internship have been accepted for credit (preferably in a digital portfolio or video).

• A “fail” grade will be submitted for any intern who has been fired from the internship experience.
• An on-site visit by a department representative will be attempted for most internship experiences. When an on-site visit can’t be completed, the department representative will attempt an alternative “visit” through email, mail, or by phone.

• Internship hours for credit may not accumulate until all required paperwork has been accepted and you have registered for the course.

• Internship experiences are gained during fall, spring, or summer sessions. The internship may have a unique start and end date. When those dates are not specified on the Internship Work Agreement form, the start and end dates of the designated session will be used as the official start and end dates for the course. When the dates of your internship experience do not correspond to the semester/session start and end dates, D2L may not be available for communication purposes. Interns are still required to submit the appropriate paperwork (weekly reports, etc.) in a timely manner.

• At least 51% of on-the-job hours must be completed in the session for which the student registered (i.e., if this is a summer internship, the majority of work hours counted toward the internship must occur during summer session).

Getting Started

☐ Read this handbook!
☐ Utilize department resources and review the internship board in the lobby on the sixth floor, Pioneer Tower. Talk to your advisor about internship suggestions.
☐ Talk to your peers, especially those who have completed an internship experience.
☐ Visit the Career Center in person and via the Internet. Attend the Career Fair to find internship possibilities.
☐ When the employer indicates you may complete an internship, complete the “Internship Work Agreement” form.
☐ Collect the following items and meet with your advisor:
  o the Internship Work Agreement form;
  o your current résumé;
  o your university progress report, with Media Studies courses highlighted;
  o directions to the employer’s place of business.
☐ Once your advisor approves of the internship experience, discuss how you will submit weekly progress reports (email, D2L, snail mail, in person delivery, etc.), when you might expect a visit from the department during your internship, and any other questions you might have about reporting and grading.

During the Internship Experience

• Once the internship work agreement has been accepted, the department will contact the employer to confirm your work arrangement and to let the employer know what the department expects from the organization. We will provide evaluation forms for the mid-point of your internship experience and a final evaluation. You are responsible for reminding your supervisor to complete these evaluations and submit them to the department by mail, FAX, or email.

• Establish with your advisor or department representative your method for regular contact throughout the internship experience. Your advisor should be able to provide Word .doc files for
the weekly progress report, the evaluation form, and the handbook. Also visit our department website at [http://www.uwplatt.edu/mediastudies](http://www.uwplatt.edu/mediastudies) for the handbook and the necessary forms in pdf format.

- During the second week of work, you must begin submitting weekly reports. Hours cannot be counted for credit unless the hours are reported in a timely fashion (within 7 working days). Late forms will not be accepted.
- Before you reach the mid-point of the hours you have agreed to work, remind your supervisor to complete the mid-point evaluation, and ask your supervisor to submit that evaluation to the department promptly.
- A department representative will contact you to arrange an on-site visit. This time is used to assess the internship experience, not your performance. It is also an opportunity for the department to connect face-to-face with your employer. You are responsible for setting up an appropriate meeting time, of about 30 minutes, with yourself, your supervisor, and a department representative.
- At least one week before the end of your internship experience (or the end of the hours you need to accumulate), remind your supervisor to complete the final evaluation of your performance, and ask your supervisor to submit that evaluation to the department.
- By the end of the term in which the internship experience is conducted, or within two weeks of the completion of your internship hours, whichever is first, you must submit examples of the work you accomplished on the internship. These should be of portfolio quality. Only digital examples are acceptable. Indicate what role you fulfilled to create this product. Explain how you conducted the internship work (e.g., what software you used and what hardware you utilized). Submit this work to your advisor for review.

**Forms**

The forms you will need for an internship experience are:

- **Internship Work Agreement**
- **Internship Weekly Progress Report**
- **Internship Evaluation** (for the mid-point and final evaluation), to be completed by your supervisor

**Contact Information**

Department of Media Studies  
UW-Platteville  
1 University Plaza  
Platteville, WI 53818-3099

Phone: 608-342-1627  
FAX: 608-342-1517  
Website: [www.uwplatt.edu/mediastudies](http://www.uwplatt.edu/mediastudies)
INTERNSHIP WORK AGREEMENT
Department of Media Studies
University of Wisconsin-Platteville

I, the undersigned, agree to enroll and participate in MS 4990 Media Studies Internship in accordance with the regulations described in the Internship Handbook. I further acknowledge that I am in good academic standing, and this Work Agreement is made between the Internship Coordinator and myself for the internship experience described below. I understand that college credit will only be given for satisfactory service to my employer and for the satisfactory completion of the academic requirements of MS 4990 Media Studies Internship. I will continue to work on this job until released or transferred by my employer, and I will neither terminate nor arrange with my employer to be relieved of this job without the prior approval of the Department of Media Studies.

Student (Please type – this form will be shared with your supervisor!)

Your name __________________________________________
Your street address (while at work) ____________________________
City __________________ State ___________ Zip ______________
(If you don’t know your residence information now, please send it with your first weekly report.)
Telephone (____) __________________ Email (during internship): __________________
Your emphasis __________________________________________
Your advisor ___________________________________________________________________

Company

Name ______________________________________________________
Street ___________________________ City __________________ State ___________ Zip ______________
Supervisor’s name __________________________________________
Title ___________________________ Department __________________
Email ___________________________ Telephone (____) __________________

Internship Experience

Start Date ___________________________ End Date ___________________________
Working Days/Hours ________________________________
Wages/Salary __________________________

Signatures

Student ___________________________________________ Date __________________________
Advisor ___________________________________________ Date __________________________

Describe your internship experience on the reverse side of this form. Provide a map to the internship site (Internet maps/directions work well; be sure to get directions from the university, not your home).

(over)
Job Description
Indicate the job responsibilities and tasks that you will be performing as an intern.

How does this internship relate to your emphasis and your career goals?

What type of communication materials will be produced as part of this internship experience?

Submit this form, a map or directions to the job-site, your current résumé, and degree progress report to your advisor for their signature.
INTERNERNSHIP WEEKLY PROGRESS REPORT
Department of Media Studies
UW-Platteville

Directions
Make as many copies of this form as needed. Submit one copy to the department representative at the end of each work week, throughout the internship experience.

I. Details for this week.

Report No.__________

Your name (type or print) ______________________________________________________

Dates of this work period ________________________ to __________________________
(Note: Use the same work period each week, by dates.)

II. Describe the functions, tasks, responsibilities, etc. of your work this period that are relevant to your emphasis and your career objectives. Be specific, but brief. (Please type or print clearly.)

III. Time Log

<table>
<thead>
<tr>
<th>Hours This Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observation</td>
</tr>
<tr>
<td>Work assignments +</td>
</tr>
<tr>
<td>Work related meetings (identify) +</td>
</tr>
<tr>
<td>Other activities (identify) +</td>
</tr>
</tbody>
</table>

Subtotal hours this week (add numbers above) =

Total hours from the bottom of your last weekly report +

TOTAL INTERNSHIP HOURS TO DATE
(add the subtotal from this week and the total hours to date from last week) =

Submit this report weekly to your advisor or designated department representative.
This form should be completed by the employer (your direct supervisor). Please type or print.

**Supervisor’s Name**

<table>
<thead>
<tr>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle Initial)</th>
</tr>
</thead>
</table>

**Intern’s Name**

<table>
<thead>
<tr>
<th>(Last)</th>
<th>(First)</th>
<th>(Middle Initial)</th>
</tr>
</thead>
</table>

**Date**

- Mid-term evaluation
- Final evaluation

**Directions:** Please express your candid opinion of this intern’s performance by placing a check in the appropriate column in the table below. Constructive criticism and comments are earnestly solicited.

<table>
<thead>
<tr>
<th>For this internship experience, how do you rate the intern’s…</th>
<th>Excellent</th>
<th>Average</th>
<th>Poor</th>
<th>No opinion</th>
</tr>
</thead>
<tbody>
<tr>
<td>relationships with co-workers?</td>
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</tr>
<tr>
<td>ability to learn on the job?</td>
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<tr>
<td>initiative and ambition?</td>
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<tr>
<td>ability to work independently?</td>
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<tr>
<td>background and job preparation?</td>
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<tr>
<td>ability to communicate?</td>
<td>[ ]</td>
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<tr>
<td>work attitude?</td>
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<tr>
<td>dependability?</td>
<td>[ ]</td>
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<tr>
<td>judgment?</td>
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<tr>
<td>quality of work?</td>
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<tr>
<td>attendance?</td>
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<tr>
<td>punctuality?</td>
<td>[ ]</td>
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</tbody>
</table>

**Additional Statements**

What are the intern’s strong points?

Which abilities and/or characteristics need improvement?

-- see page 2--
Other comments

Overall Rating

Excellent □  Average □  Poor □

This report □ or has not □ been discussed with the intern.

Please FAX this evaluation to 608-342-1517 or mail it to:
Internship Advisor
Department of Media Studies
UW-Platteville
1 University Plaza
Platteville, WI  53818-3099

Due to the passage of Public Law 93-380 (which became effective November 19, 1974) this evaluation may not be kept confidential from the intern; however, this information is not for public disclosure.

Supervisor’s Signature: ________________________________________________________________
(Signature)

Supervisor’s Name: ________________________________________________________________
(Please type or print)

Company: ______________________________________________________________________