



California State University, Sacramento
Communication Studies Department
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Communication Studies/Journalism Internships General Guidelines

PREREQUISITES:

COMS 195 Prerequisites:

COMS 100A or 12 units of upper division COMS credit

For Digital Video Concentrations: COMS 20A, COMS 20B, COMS 27A **and** COMS 27B

For New Media Concentrations: COMS 106

JOUR 195 Prerequisites:

JOUR 130A **and** JOUR 130B

- **Complete** and return your [Internship Application](#) to **Terran Odell (MND 5025 or 5014)** - If you do not complete an application, then you will not receive the necessary information for successful completion of your internship. Those without an application, by the end of the second week of the school semester, will be dropped from COMS/JOUR 195.
- **Enroll** in COMS/JOUR 195 before the 2nd week of Fall Semester (through MySacState). Coordinators cannot enroll you.
 - 1 unit = 50 hours of internship work
 - 2 units = 100 hours of internship work
 - 3 units = 150 hours of internship work
 - up to 6 units = 300 hours of internship work (needs coordinator approval)
- **Review** internships available and identify 4-5 of your top choices by agency name from the *black binders in COMS office (MND 5014) or from the Website at www.asn.csus.edu/coms (Under Internships).*
- Visit Terran Odell (MND 5025), with the agency names that interest you for contact information. If you are interested in doing an internship with an agency that is NOT listed in the internship binders, then you must fill out a "Create Your Own Internship" form located on our website (website above).

- If you intend to complete a CYO form, then the following process must occur in order for you to get credit for your “created” internship:
- 1) Have your CYO completed by your potential internship supervisor;
- 2) Return your completed CYO form to the ComS office immediately;

3) Internship Supervisor must approve your submitted CYO form.

Note: You will be notified, via e-mail, whether or not your internship is approved.

- Contact agencies and make arrangements for the internship of your choice. Placement is the student’s responsibility.
- **Give agency name, supervisor name, address with zip code, email address, and telephone number to the internship office (278-5316) as soon as you are accepted.**
- A packet with specific information will be mailed to both the student and the agency/company around the fourth week of the semester.
- Be aware that you will be required to:
 - Work the minimum of 50 hours per unit enrolled.
 - Write two papers (6-8 pages each). (Note: No feedback will be given unless there is a problem.)
 - Complete a student evaluation.
- In addition to the requirements above, in order for your file to be completed and units awarded, we must also receive your *supervisor’s evaluation* of your performance before the beginning of finals week.
- If students registered for COMS/JOUR 195 do not complete the requirements above, then those students will receive an incomplete. You will have 1 year to complete the requirements before it turns into a failing grade.