

MASC 493 – Fieldwork/Internship

Course Information and Registration Instructions

Step 1: Understand the Eligibility for Internship

You are eligible for an internship when you meet the following prerequisites:

- Overall cumulative GPA: 2.50 or higher
- Major GPA: 2.50 or higher
- Admission to a Sequence (NOT Foundation status)
- Successful completion (C or better) of MASC core courses
 - MASC 101 + corresponding lab: Must have earned a C or better
 - MASC 203 or 204
 - MASC 201 and 380 (for Advertising students only)
- It is highly recommended that you wait until your final 3 semesters to complete an internship.

You can register for an internship only if you have met the above academic requirements.

Step 2: Start the Internship Search and Approval Process

- Make a list of your objectives/goals for your internship
- Identify potential internships that meet your objectives/goals and rank them according to preference. You can find internships through a personal search of your own or by searching the following sites:
 - MASC Website: <http://blog.vcu.edu/mascinternships>
 - University Career Center Opportunities blog: <http://blog.vcu.edu/akaroche>
 - Rams Recruiting: <http://www.students.vcu.edu/careers/>
- Send out your resume and cover letter to employers; follow up with a phone call within a week
- Schedule and attend interviews with employers. If the interview is successful and you obtain the internship, you must have your employer write a letter on official letterhead confirming your internship arrangement.

Step 3: How to Register

- Submit the MASC 493 Fieldwork Contact Form to Temple 2216. *See attachment.*
- Attach the official letter (on letterhead and signed) from your employer with the Fieldwork Contact Form.
- Once you have turned in the required documents to Temple 2216, you will be notified via email that you have been issued an eOverride that has enabled you to register for MASC 493 via eServices.
- In order to earn academic credit for an internship, you must obtain an eOverride to register for MASC 493.

A maximum of 3 credits can be earned for the MASC 493 course.

- 50 hours of work at the internship site = 1 credit, 100 hours = 2 credits, 150 hours = 3 credits.

Step 4: Completion of Internship

MASC 493 Fieldwork is a pass or fail course.

Students who complete all of their required internship hours (50, 100, or 150), complete the written assignments by the posted deadlines, and have their internship supervisor submit a favorable evaluation at the end of the internship will receive a grade of P. All other students will receive a grade of F.

Note that to receive credit, students must register for the internship course during the semester in which they complete the internship hours.

Assignments

See the website or contact the School's main office for due dates. Late papers will not be accepted.

Format of papers:

All papers must be typed, double-spaced and free of grammatical and spelling errors. Any papers with excessive errors will be returned to be rewritten. Papers must be the specified length in order to be considered complete.

Mid-semester report

Submit at least two *complete* pages and include the following information:

- Total number of hours worked to date.
- A narrative detailing the internship duties, assignments and observations.
- Positive and negative aspects of your internship.
- Reports should be submitted to your faculty adviser, who will serve as your internship adviser.

Final essay

This assignment is designed to facilitate reflection on how this internship has contributed to your learning. Submit at least 3 *complete* pages addressing the following:

- Total number of hours worked to date
- What were the most positive and negative aspects of the internship?
- When were you most engaged during the internship? Most disengaged?
- What represents your best work from the internship?
- What additional learning needs have you identified as a result of this internship?
- Has this internship helped you in pursuing your career goals? Explain.
- Describe the level of preparation the School has provided in helping you meet those goals.
- Reports should be submitted to your faculty adviser, who will serve as your internship adviser.

Evaluation

Internship supervisors are required to complete a confidential evaluation before a student grade can be issued for MASC 493. The School will email your supervisor a link to Survey Monkey where the survey is located. The survey link will be sent to the supervisor's email address that YOU provide on your registration form, so it's imperative that you provide an accurate address and print neatly! Students do NOT have access to this link but need to remind their supervisors of this important task. You will receive a grade of F if the School does not receive this evaluation!

Step 5: Additional Information

The VCU Honor Code (see the VCU Resource Guide) and the Americans with Disability Act of 1990 (see the VCU Resource Guide) are applicable to the MASC 493 Fieldwork Course. Interns: Please ask your internship supervisor to complete this evaluation at the end of your internship period. This form must be received by the end of your internship period. Supervisors may fax the evaluation directly to the School of Mass Communications (fax: 804-828-9175), may mail the form to the School of Mass Communications, 901 W. Main Street, Richmond, VA 23284, or may give it to you in a sealed/signed envelope to be hand carried to your internship adviser.

MASC 493 Fieldwork Contact Form
(to be submitted with letter from internship provider)

All information must be provided. PLEASE PRINT NEATLY!

Submit this form, along with your letter from the internship provider, to the School's Student Services Assistant in order to receive an override to register for the course.

STUDENT INFORMATION:	INTERNSHIP EMPLOYER INFO:
_____ Name	_____ Immediate Internship Supervisor's Name
V _____ VCU ID Number	_____ Employer Email <i>(for the evaluation link)</i>
_____ Email _____@vcu.edu	_____ Employer Phone Number
_____ Phone Number	_____ Employer Address
_____ Local Address	_____ Employer City, State, Zip
_____ City, State, Zip	

SEQUENCE: Choose only one

- Strategic Advertising
- Creative Advertising
- Broadcast Journalism
- Print Journalism
- Public Relations

Number of Credits hours

- 1 credit = 50 hours at the internship
- 2 credits = 100 hours at the internship
- 3 credits = 150 hours at the internship

You cannot change credits mid-semester, so be sure!

Semester: _____

Is this a paid internship?

Yes No

I have a cumulative GPA of 2.50 or better.

Yes No

I have completed the prerequisites for MASC 493.

Yes No

I am second semester junior or senior.

Yes No

Please read and sign below:

I understand that a midterm, final, and supervisor evaluation are due on or before the dates specified in order for me to receive a passing grade for Fieldwork, MASC 493.

Signature

Date