



School of Journalism and Communication

Southern Adventist University

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GUIDE TO PRACTICUMS AND INTERNSHIPS FOR WORK SUPERVISORS

Internships and practicums should be designed to give students on-the-job experience and an opportunity to apply what they have learned from university courses. A minimum of 50 clock hours is required per credit hour for practicums. Internships require 100-300 on the job hours depending on the course.

At the beginning of the internship/practicum:

- Meet with the student to complete the university's [Internship/ Practicum Contract](#) form. This can be done in person or online.
- The student must send you a link to the Contract to review, sign, date, and submit it digitally:
 - Check to ensure your name, title and contact information are correct on the form.
 - Review the list of internship tasks for the student and beginning and ending dates of service.
 - Please date and sign as the Work Supervisor and submit the form by clicking "Submit to Faculty Advisor". This Contract must be **submitted and approved by the School before the practicum/internship begins.**
- Please structure the internship to focus on the list of duties outlined on the student's contract. Practicums and internships should provide student with professional learning experience relevant to his or her academic discipline and career goals.
- Monitor the hours that the student works. The student must keep a log of hours and daily activities. This work and learning experience should generally take place on the premises of your organization, unless remote work has been approved in the Contract.

At the mid-point of the internship/practicum:

- At the mid-point of the job experience, the work supervisor should send an email to the faculty advisor reviewing the work the student has done thus far, noting any situations that may need attention. Be prepared for a call from the faculty advisor about mid-way through the period to review student progress, noting any situations that need attention.

At the end of the internship/practicum:

- At the end of the internship/practicum, the faculty advisor will email you a request with a URL link to fill out an online Work Evaluation form summarizing and commenting on the student's work. Once you submit the evaluation, it will be reviewed by the faculty advisor, and a letter grade will be assigned to the student. It is recommended that you meet with the student and review your evaluation before submitting it to the university.

Thank you, in advance, for the time you are investing in preparing our next generation of communication and media professionals. If you should have questions at any time, do not hesitate to call the School of Journalism and Communication at Southern at 423-236-2330.

Frequently Asked Questions About Practicums/Internships

Does the SJC require an internship or practicum?

In the current SJC curriculum, an internship is required for a Public Relations and Mass Communication–Media Production degrees. For other degrees, it is not required but highly recommended.

Are students typically paid for work performed as part of an internship or practicum?

Yes, if your organization, like many others, supports paid interns. Some organizations provide a stipend that may at least help defray tuition expenses. Even if internships are not paid, students will earn value in the added confidence they will gain, an expanded portfolio, and references for future job opportunities.

What if I encounter a problem during the internship/practicum?

While not common, unfortunate circumstances occasionally interfere with the successful completion of an internship. If a major problem arises with the performance or social interaction with an intern that hasn't been solved by corrective instruction, please call or email their Faculty Advisor ASAP. We encourage students to resolve conflicts or misunderstandings with their Work Supervisors, but they also have the option of contacting the Faculty Advisor. Accountability, both ways, is our priority for our interns.

Will the internship lead to a job?

It should never be assumed that completing an internship earns a student the right to be offered a job upon graduation. At the same time, such happy outcomes do occur. The School of Journalism and Communication and its partner field organizations offer no expectations of hiring former interns.