

Internship FAQs

WHERE TO START?

As a MCOM major am I required to complete an internship before graduation?

No, MCOM 4398 Professional Internship counts as an upper-level elective on any of the MCOM tracks. Some students are not eligible to enroll in the course and should consult an academic advisor for an alternative course.

What academic requirements must I meet to do an internship?

You must: A) Be an MCOM major, B) have completed 72 hours of coursework by the time you begin the internship (with an overall GPA of at least 2.5), C) have completed 18 hours of MCOM courses (with at least a GPA of 2.75 in the major and minor), and D) have a grade of 'B' or better in ENGL 1364 and 1365.

Where can I do an internship and how do I find one?

Internships can be with print publications, public relations, film, marketing or media organizations, as well as with businesses, non-profit groups or government agencies. The MCOM internship coordinator can suggest possibilities for internships, but the student is responsible for contacting prospective employers, interviewing and securing the internship.

When do I apply?

Once you have completed 72 hours (Jr. standing) of coursework including 18 hours of MCOM classes with an acceptable GPA, you may apply for an internship. Some students complete an internship during the summer, while others prefer either the fall or spring semester. Hopefully the internship will result in a job offer so the closer to graduation the better.

What is the deadline for getting an internship?

Each organization sets specific deadlines for internship applications. A good rule of thumb is:

- Fall – July 15th
- Spring – November 15th
- Summer – April 15th

It is always best to begin the paperwork early to ensure you meet the deadlines.

Who is the internship coordinator?

The internship coordinator changes throughout the semester. Check the course schedule for the name of the coordinator.

Do I have to sign up for a class before I begin an internship?

Most organizations require you to be enrolled in a internship course prior to beginning. You will need to submit your completed application packet to the internship coordinator before being cleared to enroll in MCOM 4398- Professional Internship.

How much credit do I receive for an internship?

MCOM 4398 Professional Internship earns 3 advanced hours of academic credit. MCOM 4398 counts as an upper-level elective for MCOM majors.

Can I do an internship with a SHSU campus organization or office?

No, since internships are designed to take students out of the academic environment and give them practical experience in a professional setting, students are not allowed to earn credit for completing an internship on campus. If you have been offered a campus internship, you should consult the Department of Mass Communication about enrolling in MCOM 4399 - Independent Study course.

Can I do an internship over the summer and sign up for the class the following fall?

No, you **MUST** be enrolled in MCOM 4398 during the internship.

Can I get internship credit for work I've already done?

No, the internship must be approved by the MCOM internship coordinator **BEFORE** work begins and must be supervised during the course of the internship.

Can I get internship credit at the place where I am now working?

Since the goal of an internship is to provide **NEW** contacts and experience, interns are expected to be in situations where they will learn new skills.

Can I get a credit for an internship with Disney?

While Disney Corp owns many media outlets; sadly, most of the internships they offer are not associated with the profession and are not eligible for credit.

GETTING THE INTERNSHIP

I have looked on the website and can't find internships listed, now what?

Most organizations list internships under the employment link off their website. If the organization does not have an internship listing, you should contact the organization directly to inquire if they are open to hosting an internship.

I have never been asked to submit a resume and cover letter. Where do I start?

SHSU Career Services provides students help with writing resumes, cover letters, mock interviews and career assessment. Examples of resumes and cover letters are attached.

Why must I submit a photo (Head-shot) with my application packet?

Many media corporations are located in buildings that have high security clearances, which require photo ID before admittance. Your submitted photo will be provided only if requested by the company.

How do I get approval to register for MCOM 4398?

You must submit the completed internship application (Download the syllabus, application and supervisor form) to the MCOM internship coordinator with all required documentation before you will be approved to register for the class. This should be done before the beginning of the semester during which you will be interning.

The company where I want to intern is asking for a letter verifying that I am eligible for academic credit. What should I do?

The MCOM internship coordinator for the semester during which you will be interning can provide a letter on official stationery for the prospective intern employer.

Can I be paid for the internship?/Must I have a paid internship to receive credit?

Internships can be paid or unpaid as long as they meet the university requirements and are approved by the MCOM intern coordinator. Many internships are not paid, but the experience they provide is usually invaluable.

What is a demo reel/air-check tape?

What should I wear to my interview?

The interview is extremely important in securing your internship. The first judgment an interviewer makes is going to be based on how you look and what you are wearing. Remember you can never remake a first impression.

Suits are preferred for both men and women with well maintained dress shoes and limited jewelry. Remove ALL facial piercings. While some positions in media are more relaxed in their dress code, chances are your interview will initially be with HR and they will not be impressed by your creative body décor. **NEVER EVER** wear jeans, tennis shoes, work out clothes, or shorts to an interview. While these clothes are accepted in the classroom, they are not in the work environment.

What type of questions will they ask at the interview?

Relax, internship supervisors realize that you are still working toward your degree and will not try to trip you up with unusual questions. They are interested in your communication skills and determining if you will be happy working in their organization. Campus Career Services offer interview practice workshops every week to help you brush up on your skills before the crucial date. The workshops are free to SHSU students.

DURING THE INTERNSHIP

Do I have to attend internship class sessions at SHSU?

No, you will be in some exciting place doing your internship. BUT, you will be required to A) Keep a journal and log the number of hours you spend in the internship, B) Create a portfolio, C) Submit regular reports to the MCOM intern coordinator, and D) Meet with the coordinator at the end of the internship, providing a summary report and a professional portfolio.

Is there a book for the class?

No, but there are materials and writing assignments associated with the class, which will be posted in Blackboard. Be sure to read the syllabus carefully and meet all deadlines for reports and other documentation.

How many hours must I spend at the internship?

You must have a minimum of 150 supervised hours in the internship to receive credit. This must be verified by the supervisor at the company where you intern. Most interns spend far more than the minimum hours in the internship.

In the summer, the internship class is offered only during Summer II, which is five weeks long. Can I begin my internship at the beginning of the summer and complete it at the end of Summer II?

Yes, that is highly recommended so you will have adequate time to spend in the internship. Make arrangements with the MCOM intern coordinator before the end of the spring semester and register for the class by the beginning of Summer I.

What if my internship requirements are not completed by the end of the semester/summer?

It is possible for the MCOM intern coordinator to enter an "incomplete" at the end of the semester/summer if all requirements have not been fulfilled. It is, however, YOUR responsibility to make sure all paperwork is submitted to the coordinator as soon as possible so the incomplete can be changed to credit.

Who evaluates my work/assigns credit?

The employer completes an evaluation form (See MCOM website.) This, in combination with the reports and the end-of-semester meeting with the internship coordinator, determine if the internship experience has earned academic credit.

Will I get a letter grade or credit hours for the course?

In the past students have received a CR/NC for the course, however, recently this practice was changed so students will receive a letter grade at the completion of the course.

PLAY IT AGAIN, SAM?

Can I do an internship for credit more than once?

Some students choose to do more than one internship while they are in college, MCOM students can only receive credit for an additional internship after receiving approval of the internship coordinator.