

INTERNSHIPS

ALL Journalism and Media Arts and Studies majors ARE REQUIRED to complete a three-credit JAM 399 internship before graduation.



Journalism majors also must produce an approved professional portfolio that includes work done at a JAM 399 internship. Plan to complete your internship in the last semesters before you graduate. The summer of your senior year is often a good time to devote to JAM 399.

2

You may complete a second internship for JAM 399 credit. It must be at a different site than your first internship. You must have earned a satisfactory evaluation at the first internship and have the permission of your JAM faculty adviser.

STEPS TO SUCCESS...

STEP 1. PLAN AHEAD

- Internship applications will be accepted during priority registration for the semester you want to intern. Consult the [academic calendar on the registrar's website](#) for those dates. The deadline to apply each semester is the first day of classes. The deadline to submit an approved contract and be enrolled is the last day to add a class. Please note: It may take more than a couple of days to submit a contract to your on-site supervisor for their approval and then have it approved by the JAM Internship Supervisor. Plan accordingly.

STEP 2. FINDING AN INTERNSHIP

- Start looking early—at least the semester before you'd like to complete it. Summer internships often have deadlines in November and December, so be sure you know when your application is due.
- It is recommended you decide on an internship before you apply and are approved.
- Approved internships will be sent via the School's listserv. Others are posted [HERE](#).
- You'll also find approved internships on the Career Center's Handshake site <https://uky.joinhandshake.com/login> marked JOU approved, MAS approved or JOU&MAS approved.

STEP 3. ENROLLING IN JAM 399

Check to see if you have met the prerequisites and that your internship is at an approved site.

JAM 399 Prerequisites: You must be admitted to upper division as a JOU or MAS major, plus:

- **Print/Multimedia:** JOU 301, JOU 303 and JOU 330 (pre-2022 program). JOU 301, JOU 303, JOU 367 (after 2022)
- **Broadcast/Multimedia:** JOU 302, JOU 304, and JOU 330 (pre-2022 program). JOU 302, JOU 304, JOU 367 (after 2022)
- **Sports/Multimedia:** JOU 208, JOU 308 or JOU 408, and JOU 367
- **Media Arts and Studies:** MAS 300 and MAS 310 (as well as your pre-major courses).
- Apply for JAM 399. If you enroll in a summer internship for JAM 399 credit you will have to pay for three credit hours.

STEP 4. VERIFY

- Click [HERE](#) to certify that you have read and understood the above information. You will then be directed to the application.

STEP 5. AFTER APPLICATION ACCEPTANCE

- After you're notified your application has been accepted, complete a [digital contract right here](#). It is an agreement that you and your internship site sponsor must sign. It states your responsibilities and duties during the internship, and what you expect to learn during the internship.
- Contracts will NOT be accepted until must-read and application forms have been submitted.
- You cannot enroll yourself in JAM 399. The Internship Supervisor will enroll you after your contract has been received and approved.
- **PLEASE NOTE: You must have a valid UK email address for your internship on-site supervisor to complete the contract process.**

STEP 6. COMPLETING AN INTERNSHIP

- You must complete **150 hours at your internship**. During a 15-week fall or spring semester, you would usually be at the internship about 10 hours a week. It is better for you to spend as close to a full day as possible at your internship rather than just a few hours. During the summer session, you would devote close to 20 hours a week.
- In addition to your work at the internship site, you must log on to Canvas each week to record your hours and summarize the work you did, complete a midterm paper and a final paper.
- The Internship Supervisor will contact your site supervisor to request an evaluation. All materials must be submitted before you receive a final grade.



If you have any questions, please contact the JAM faculty internship supervisor **Prof. Jen Smith** jen.smith@uky.edu.



If you are an employer interested in offering internships for our students, please follow this link: [Employers Planning to Offer Internships](#)