

# JAM 399: INTERNSHIPS

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

Steps to internship success ...

## STEP ONE: Make sure you're eligible

Check to see if you have met the prerequisites and that your internship is at an approved site. If you feel you have a valid reason to do an internship earlier than allowed, reach out to the internship coordinator at [JAMInternships@uky.edu](mailto:JAMInternships@uky.edu)

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

- **Journalism:** Make sure you've taken JOU 367 as well as your path reporting class (JOU 301, JOU 302, JOU 308)
- **Media Arts and Studies:** At least 90 credit hours as well as MAS 335 and JAM 300 (or MAS 300 and MAS 310)

## STEP TWO: Find an internship

- Start looking early — at least the semester before you'd like to complete an internship. Some summer internships have deadlines in November and December, so be sure you know when your application is due.
- It is recommended that you decide on an internship before you apply to JAM 399.
- Approved internships will be sent via the School's listserv. Others are posted and updated regularly at our [JAM Internships page](#)
- You'll also find approved internships on the [UK Career Center's Handshake site](#). Many are marked JOU approved, MAS approved or JOU&MAS approved. If you find one not marked, reach out to the internship coordinator at [JAMInternships@uky.edu](mailto:JAMInternships@uky.edu) to see if you can get it approved.



# JAM 399: INTERNSHIPS

## STEP THREE: After application acceptance

- JAM internship applications will be accepted up to a few months before the semester you wish to intern. Keep in mind: If you enroll for a summer internship, you will have to pay for three credit hours still.
- Once approved to do an internship, complete this digital contract. It is an agreement that you and your internship site supervisor will sign before you will be enrolled in JAM 399. It states your responsibilities during the internship and what you can expect to learn.
- You cannot enroll yourself in JAM 399. The internship supervisor will enroll you after your contract has been received and approved.



## STEP FOUR: Completing an internship

- You must complete 150 hours of work at your internship. During a 15-week fall or spring semester, that works out to about 10 hours a week. During the summer session, you would work close to 20 hours a week generally.
- In addition to your work at your internship site, you must log into Canvas each week to record your hours and summarize the work you did as well as complete a midterm paper (after 75 hours of work) and final paper (after completing the work).
- You then must send your internship supervisor the link to the evaluation for that person to complete by the deadline. All materials must be submitted before you receive a final grade.

## OTHER INFORMATION

- Students in the School of Journalism and Media can complete a second internship for additional JAM 399 credit. Generally, it must be completed at a different site than your first internship. And you must've earned a satisfactory evaluation at your first internship.
- If you or your supervisor have questions at any time during this process, please reach out to JAM faculty internship supervisor Jen Smith at [Jen.Smith@uky.edu](mailto:Jen.Smith@uky.edu) or the main internships email [JAMInternships@uky.edu](mailto:JAMInternships@uky.edu)
- If you are an employer interested in offering internships to our students in the School of Journalism and Media, please complete **this interest form**.