



J 404 Internship Tracking Form

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Instructions:

1. Take this form to the SOJC faculty member who has agreed to serve as the instructor for your credit. Your faculty advisor will review specific requirements with you. These may include (but aren't limited to):
 - full major status within the SOJC
 - completion of the Gateway to Media series for all students as well as completion of other major specific courses deemed necessary by the faculty advisor
 - submission of details about the internship (ex. position description)
 - any academic requirements (ex. reflection paper, submission of portfolio materials)
2. Fill out the form. You and your faculty advisor must decide on the number of credits you will be earning. Thirty hours of work usually equals 1 credit hour. Be sure your faculty advisor signs the form.
3. Students can register for up to nine J404 credits.
4. Make a copy of the form for your records. Some employers may want a copy as well.
5. Return the form to Journalism Student Services in 134 Allen Hall. After you turn in the form, you will receive an email providing instructions on how to register. Be sure you do this before the registration deadline.

Student Name _____ Student ID # _____

Email address _____ Phone Number _____

Internship Company Name and Location _____

Position Title _____ Start/End Dates _____

Internship Supervisor _____ Email _____

Term _____ CRN _____ Number of Credits (1-9) _____

Faculty Supervisor _____ Faculty e-mail _____

Requirements to earn J 404 credit (check all that apply):

- Student evaluation
- Employer evaluation
- Letter of recommendation from employer
- Post-internship assessment (filled out by the internship supervisor): <http://bit.ly/1JRbdvd>
- Other: _____

In addition to any of the checked requirements to the left, all Public Relations students must also include:

- Reflective essay
- Updated resume
- Portfolio pieces/work samples (if applicable)

Student Signature _____ Date _____

Faculty Signature _____ Date _____

Internships are defined by the National Association of Colleges and Employers (NACE) as, “A form of experiential learning that integrates knowledge and theory learned in a classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields; and give employers the opportunity to guide and evaluate talent.”

Internship supervisors are expected to provide students with personal supervision, ongoing guidance and support and timely professional feedback/evaluation. An intern is not free help nor meant to replace an employee and should never be spending more than twenty percent of his/her time doing busy work (filing, covering the phone, errands, etc.). Instead, an intern should be guided and monitored based on a set of intentional professional goals that have been established in consultation with the intern and his/her supervisor.

Interns may be paid or unpaid based on the Department of Labor’s (DOL) criteria outlined in the US Fair Labor Standards Act (FLSA). THE FLSA restricts the employer’s use of unpaid interns in for-profit organizations and has issued six guidelines for determining whether an employer must pay interns for work. The guidelines are as follows:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training, which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern and, on occasion, the organization’s operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If **all** the above criteria are met, then the internship falls outside of the scope of the FLSA and the internship may be unpaid. Otherwise, the intern may be considered a “covered employee” under the FLSA, subject to applicable minimum wage and overtime requirements. It is the employer’s responsibility to ensure that the internship complies with all state and federal requirements.

INTERNS AT A NON-PROFIT:

Interns at non-profits and government sectors may not have to be paid. The Wage and Hour Division of the DOL recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes, to a non-profit. However, the School of Journalism and Communication fully expects employers to adhere to the FLSA criteria for unpaid interns.

INTERNS AT A FOR-PROFIT:

Generally, the more an internship benefits the employer, and the intern produces work, the more the intern resembles an employee and is entitled to be paid properly. The more a for-profit employer structures an internship around a classroom or academic experience, the less likely the internship will be viewed as employment. Earning academic credit does not automatically mean that an internship meets FLSA guidelines.

Expectations for on-site supervising and providing feedback to interns (required for all public relations internships; optional – but highly recommended – for other types of internships):

- Conduct an intern orientation
- Develop learning goals and set expectations for performance and training
- Schedule regular meetings to evaluate performance
- Provide constructive feedback on tasks/projects
- Provide written final evaluations
- Do the post-internship assessment survey: <http://bit.ly/1JRbdvd>