



# J404 Internship Credit

[journalism.uoregon.edu/forms](http://journalism.uoregon.edu/forms)

## How Internship Credit Works in the SOJC:

You can take a maximum of nine J 404 (internship) credits in your time at UO. These go toward the 60 total journalism hours required for the major and 180 hours required for your degree. Some internship sponsors will require that you receive credit (be sure to ask if this is the case!) or you might be interested in earning credit for your own reasons. We encourage you to talk to your academic advisor about how internship credit will impact your degree requirements. See below for FAQs about J 404.

## What do I need to earn credit?

In order to earn credit for your upcoming internship, you must: 1) be a full major in the SOJC and 2) have completed Gateway (J 207). You will also need to secure a full-time SOJC faculty member to serve as your faculty advisor for the internship. He or she approves, facilitates and monitors your internship, determines the number of credits you earn, operates as the faculty member of record and consults with you throughout the process. Your faculty advisor will also talk with you about other specific requirements that might apply to you. For example, PR students must complete J 350 before they are eligible to earn J 404 credit.

Once a faculty member has agreed to be your supervisor, you need to fill out an Internship Tracking Form (available from SOJC Student Services or online). Complete the form with your faculty advisor and return it back to Student Services. The staff will authorize you to register for J 404 via DuckWeb. Be mindful of registration deadlines at the start of each term and give the staff time to grant authorization before you run into the deadline to add classes.

## How many credits should I take?

It's up to your faculty advisor, within the nine-credit max. Credit depends on the number of hours you work. A general guideline is roughly 30 hours of work equals one credit hour. Note: If you are out of J404 credits or need non-J credits, it may be possible to earn credit through the Career Center's Go Intern! Program instead.

## Can I enroll in J 404 more than once?

Yes, as long as you don't exceed nine total credits. So, you could earn one or more credits of J 404 for an internship in the fall of your junior year and another several credits for an internship the summer before your senior year. If you are planning future internships, it is smart to leave credit hours available for later use.

## Can I earn credit for an internship I've already completed?

Unfortunately, no. They are still extremely valuable experiences and may make you more competitive for internships in the future. Be sure to talk with an academic advisor in advance of any future internships so you can get all the paperwork set up to earn credit.

## How does grading work?

Pass/No Pass only. Your faculty supervisor is responsible for determining and entering your grade.

## Do I have to pay tuition for this class?

As with any UO credit you earn, you do have to pay the tuition & fees associated with the credits for which you will be registering.

## Does an internship have to happen locally for me to earn credit for it?

No. There are no restrictions as long as a faculty member is willing to serve as your advisor.

## Can I be paid and still earn credit?

Although most internships are unpaid, some employers offer an hourly wage, stipend, tuition or travel assistance. In some cases, it is possible to be paid and to receive credit.

# Internship Basics: Getting Started

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## What is an internship?

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An internship is a supervised, pre-professional learning experience. The intern provides services to an employer in exchange for experience, academic credit, money or some combination thereof.

## Why should I get an internship?

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Ideally, an internship provides experience that enhances what you learn in the classroom. It can give you a big advantage in your job search and professional development by providing “real world” experience, connecting you with a network of people who can help you find a job, giving you work samples for your clip file or portfolio and providing you with professional references.

## How do I get started?

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Based on the skills you wish to build, identify what type of internship you would like. Consider all your options. You should begin your search a full term before you want to do an internship if you want a position in Eugene/Springfield or two terms beforehand if you are looking outside the area. Take time to research and initiate contact with potential employers/sponsors. The Career & Academic Advisors in SOJC Student Services can help you prepare for the application process by helping you fine-tune cover letters and resumes. Appointments and walk-in hours are available most weekdays. Also remember that your faculty can be invaluable resources for advice and feedback in this area.

## Are there any paid internships?

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Although most internships are unpaid, some employers offer an hourly wage, stipend, tuition or travel assistance. In some cases, it may be possible to be paid and to receive academic credit. See other side of this handout for more information on getting credit for internships by enrolling J 404.

## Where do I look for an internship?

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The SOJC has a job/internship database that grows nearly every day. You can find the database at [journalism.uoregon.edu/opportunities](http://journalism.uoregon.edu/opportunities) and be sure to check out the postings on twitter @SOJCCareers. Other places to check include the UO Career Center’s internship database, professional organizations and nationwide databases like *internships.com*. Also, talk to everyone you know about internships: your instructors, current/past internship coordinators, friends and family. Find out what internships your friends or classmates have done. The more people you talk to, the more options you will have because the vast majority of available internships are never posted online.

It is possible to develop your own internship with your faculty advisor’s help. In cases where students have been interested in a particular organization or company but no opportunities were advertised, many students have had success approaching these employers on their own and persuading them that arranging an internship would benefit both parties.

## How do I recognize a good opportunity?

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Find out what training or feedback the sponsor provides. Whether an internship is worth your time and worth university credit depends on whether it will be a learning experience that supplements and enriches your course work and provides insights into potential careers. Seek a situation in which you will get frequent feedback and thoughtful direction from the professional staff.

An internship is often what you make of it. The SOJC recommends drafting a written agreement with your faculty advisor’s help at the beginning of the internship. It can ensure that both your and your employers’ expectations are met. Such agreements might include: hours, specific goals, training or shadowing opportunities and timelines. The more communication that occurs up front, the better the experience will be.

Visit the U.S. Department of Labor website for information on internship guidelines under the Fair Labor Standards Act <http://www.dol.gov/whd/regs/compliance/whdfs71.pdf>