

SCRIPPS HOWARD SCHOOL OF JOURNALISM AND COMMUNICATIONS

FALL 2026 INTERNSHIP HANDBOOK

Internship Requirements

(all majors must satisfy this requirement to graduate)

Students can fulfill the graduation requirement for an internship if they meet the following criteria:

1. Have completed one academic year of study in the School of Journalism and Communications
2. Have secured a journalism or communication-focused internship, which means most of the duties the student will be required to perform **MUST** involve working with and around the media or communications
3. Worked a minimum of 150 hours for the duration of the internship
4. Completed all required forms
5. Enrolled for JAC 465 Internship in Journalism and Communications during the semester of the internship or the semester following the internship

Before Starting the Internship

All students who participate in an internship experience must complete the following requirements:

1. To receive credit, all internships must have prior approval. **You may be denied retroactive credit for internships in progress or completed that have not received prior approval.**
2. Confirm that your internship is a minimum of 150 hours.
3. Confirm your duties and responsibilities for the internship. Your internship must be journalism, media or communication-focused, which means most of the duties you will be required to perform **MUST** involve working with and around the media or communications.
4. Complete the internship approval form: <https://forms.cloud.microsoft/r/3F37pz7X2z>.

This is an online form completed with Microsoft Forms.

- Fill in the student information section which includes your full name, major, classification (e.g. junior, senior), and contact information
- Complete the details for your internship which includes the name of the organization, the supervisor's name, the supervisor's contact details and the details of your internship
- You may upload additional documents such as an offer letter or a list of your duties

NOTE:

You must submit all the above information and confirm it has been received by the Scripps Howard School internship coordinator **before** starting your internship. The internship coordinator will review all applications and notify the student if it has been approved. Generally, part-time jobs on campus will not be accepted to complete the internship requirement.

*****All forms must be typed, not handwritten and submitted as PDFs.*****

*****Follow the instructions on each form carefully to ensure your submission is received.*****

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After Completing the Internship

1. The intern's immediate supervisor must complete a Supervisor Evaluation Form or write a letter stating his/her impression of the intern's abilities
 - a. Supervisor's letter must be an honest appraisal of the student's strength and weaknesses.
 - b. Supervisor's letter should also include recommendations for improvement and any observations the supervisor feels will improve the intern's chances of continued employment in the type of company in which the student is interning.
2. The student must complete the Student Intern Evaluation form.

Receive Course Credit

Students must enroll in JAC 465 Internship in Journalism and Communications – to receive three hours of course credit. JAC 465 may be taken during your internship or the semester following the completion of the internship. Students can enroll in JAC 465 **ONLY** if they have approval from the internship coordinator.

Once you have enrolled in JAC 465, you MUST:

1. Submit the Internship Approval form (<https://forms.office.com/r/3F37pz7X2z>) at the beginning of the course.
2. Submit the Student Intern Evaluation form by the last day of class.
3. Ensure your supervisor has submitted the Supervisor Evaluation Form by the last day of class.

Deadlines



- *The completed and signed internship approval form is due before the start of the internship.
- *The supervisor's evaluation and student intern evaluation must be completed 30 days after completing the internship, or on the last day of classes of the semester in which credit is given – whichever comes first.
- *Any late submissions will not receive credit for the internship.

Forms

Click to download fillable PDF versions of the evaluation forms. DO NOT open the forms with Google Docs. Download them and fill in with a PDF reader.

[Internship Approval Form](#)

[Supervisor Evaluation Form](#)

[Student Intern Evaluation Form](#)