

CSN Department of Communication Internship Opening Form

Directions: Please fill out one form for each different internship you are offering.

Section 1: Intern Employer Information

Today's Date: Click here to enter a date. Your Name: Click here to enter text. Title: Click here to enter text.

Company Name: Click here to enter text. Type of Business: Click here to enter text. Federal Tax ID #: Click here to enter text.

Who will be the direct supervisor of the intern that will fill out the student's evaluations: Click here to enter text.

Email: Click here to enter text.

Section 2: Internship Description

Intern Title/Description: Click here to enter text.

of Openings: Click here to enter text.

Job Location: Click here to enter text.

City: Click here to enter text.

Zip: Click here to enter text.

Is this a paid or unpaid internship (Place an "x" next to all that apply except the wage amount):

Unpaid (Make sure you are familiar with the criteria explained in the "Department of Communication Internship Program and Policies" document you should have received with this form and is posted on the webpage: <https://at.csn.edu/communication-and-journalism-internships>.)

Paid Wage: Click here to enter text. Hr Daily Wk Mo Other: Click here to enter text.

Number of hours required per week: Click here to enter text.

Total Hours Required: 50 100 150

Internship Length: Semester (16 wk) 1/2 Semester (8 wk)

Other: Start: Click here to enter a date. End: Click here to enter a date.

Briefly describe what the intern will learn/job responsibilities:

Examples:

1. Students will understand the daily operation of a newsroom.
2. Researching events for our monthly calendar
3. Students will understand the operation of all equipment used to produce a newscast.
4. Researching/writing/editing content with potential opportunities to be published in our magazines and/or online.
5. Working with a team to produce events from conception to execution.
6. Keeping in close contact with local media developing/sending press releases, post-event follow-ups, etc.

****Continued****

Section 3: Course Prerequisites

Check the box for each course (below each course listing) to determine which classes the student should have taken--as applicable:

JOUR 100 INTRODUCTION TO JOURNALISM & MEDIA STUDIES

Course introduces student to basic journalism topics including, but not limited to news values, news judgment, newsworthiness, hard news, soft news, attribution, beats, interviewing, basic AP style.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

JOUR 101 CRITICAL ANALYSIS OF THE MASS MEDIA

Course analyzes of the development of newspapers, magazines, motion pictures, radio, social media, digital and online, public relations and telecommunications. Overview of institutional structure and theoretical perspectives including media effects and ethics.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

JOUR 102 NEWS REPORTING & WRITING

Course provides fundamental instruction and pre-professional practice in writing for journalism and media studies. Application of news values and judgment by creating news content with emphasis on AP style, writing leads and basic stories, and basic public relations/press release writing. Prerequisite: ENG 100 or 101.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

JOUR 105 NEWS PRODUCTION I

Students write stories for CSN's digital publication Coyote Student News. Course instruction includes news and features gathering, writing and presentation with practical application using AP style.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

JOUR 121 RADIO PRODUCTION

Students use radio broadcast equipment, learn announcing techniques, programming concepts, functions of a disc jockey (DJ), and researching, writing and producing a newscast.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

JOUR 202 ELECTRONIC MEDIA PRODUCTION I

Lecture and lab for the study of and training in studio and field video production, basic post-production, and resource utilization across electronic platforms. Students will be able to demonstrate Electronic News Gathering (ENG) skills.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

JOUR 210 INTRODUCTION TO PUBLIC RELATIONS

Study of the practice of public relations including media, employee, consumer, community, shareholder, and customer relations. Emphasis is on the history of public relations, its role, and impact on today's society.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

JOUR 220 FUNDAMENTALS OF APPLIED MEDIA AESTHETICS

Survey of the various fields that use visual imagery for communicative purposes. Graphic design, film, and televisual imagery covered. Emphasis on television and film aesthetics and picture composition.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

****Continued****

Section 3: Course Prerequisites (Continued)

JOUR 261 INTRODUCTION TO IMC

Examination of the function of advertising and public relations in the media and society. Emphasis on the application of theory and its relationship to the IMC elements; public relations, advertising, promotion, direct marketing, interactive, and their ability to reach customers/publics.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

JOUR 276 DESIGN PRINCIPLES FOR ADVERTISING/PUBLICATIONS

History of design periods and styles. Introduction to five basic types of print advertising: periodicals, direct mail, point of purchase, sales-promotion, and merchandising.

Required Preferred Can apply if taking at same time of internship Can apply before taking this course

Section 4: Instructions for the Student to Apply for Internship

Contact Person: [Click here to enter text.](#) Title: [Click here to enter text.](#)

Address: [Click here to enter text.](#) City: [Click here to enter text.](#) State: [Click here to enter text.](#) Zip: [Click here to enter text.](#)

Phone: [Click here to enter text.](#) Fax: [Click here to enter text.](#) Email: [Click here to enter text.](#)

The student interested should (place an "x" next to all that apply):

Applicant Call Fax Resume/Cover Letter Email Resume/Cover Letter
 Apply on Web site at: [Click here to enter text.](#) Other: [Click here to enter text.](#)

Section 5: Internship Posting on CSN webpage

(All intern openings are posted on our internship Web page <https://at.csn.edu/communication-and-journalism-internships>)

How long would you like us to post this internship (Place an "x" next to your choice)?

Indefinitely For a specific number of months: From [Click here to enter a date.](#) to [Click here to enter a date.](#)

Do not list For current semester only Fall 2014

Other: [Click here to enter text.](#)

Where would you like the internship listed? Check the box for the appropriate category/webpage:

Television Radio Print/Web Journalism Sports Journalism
 Advertising Public Relations Social Media Other

LISTING CONTENT:

Please send the following along with this completed form:

1. A 100-word-or-less blurb for posting your internship on the Department of Communication's website.
2. A link or a flyer that includes the following:
 - A. The name of your business
 - B. The name of the intern position
 - C. A brief description of the intern duties/job responsibilities