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. Make a copy of the form for your records. Some employers may want a copy as well.
4. Return the form to Journalism Student Services in 134 Allen Hall.
5. 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 Information:
Student Name _______________________________  Student ID # _______________________________
Email address _______________________________  Phone Number ______________________________

Internship Information:
Internship Company Name and Location __________________________________________________________
Position Title _______________________________  Start/End Dates _________________________________
Internship Supervisor ________________________
Term ____________________  CRN ______________________  Number of Credits  1  2  3  4
Faculty Supervisor ___________________________  Faculty e-mail ________________________________

Requirements for completion:
☐ Student evaluation  ☐ Other: _______________________________
☐ Employer evaluation  ☐ Other: _______________________________
☐ Letter of recommendation from employer  ☐ Other: _______________________________

Student Signature ___________________________  Date __________________________
Faculty Signature ___________________________  Date __________________________