

Checklist for MM 494 Internship
Updated May, 2022

Pre-enrollment steps

1. Students are encouraged to complete more than one internship while they are working on their mass media degree to make their resumes competitive for the job market. To qualify for the MM 494 class though, students need to be seniors. See point 2 and 3 below.
2. To enroll, students must have completed 80 hours of college credit – 24 of those hours must be in mass media and 9 of those hours must be in your concentration.
3. When you are ready for an internship, email and ask Tracy Horacek (tracy.horacek@washburn.edu) to add you to the Mass Media Pre Internship Course in D2L under the All Semester tab.
4. After you log in the D2L Mass Media Pre Internship Course, go to the Pre-Internship module and take the pre-internship quiz. You may take the quiz as many times as you need, but you must pass it with an 80% to complete the Pre-Internship module.

Finding an Internship, Interviewing, and Accepting One:

1. Finding an internship is like finding a job. It is up to each student to:
 - a. Find an appropriate internship opportunity
 - b. Apply for the internship the same way you would for a job
 - c. Interview for the internship opportunity professionally
 - d. And accept an internship that meets the requirements for the class
2. This internship can be found anywhere, whether its virtual or in-person, if it satisfies the requirements below.
3. The Mass Media Department maintains a list of available internship opportunities in the D2L course shell under the All Semester tab.
4. The requirements for an internship that can be used for the MM 494 class are:
 - a. Your internship has a supervisor who will assign you work, be responsible for checking your work and who will be available to assess your work during the internship with the mass media internship coordinator.
 - b. Your internship will provide you with 128 total hours of work.
 - c. Your internship must include media-related responsibilities.
5. Note: Most internships in the mass media field are unpaid. The Mass Media Department neither encourages or discourages the compensation of student interns. The decision in this matter rests solely with the internship provider.

Enrollment Steps

Note: You cannot enroll in the M494 class unless you get an override from the internship coordinator. This is a special class, so do not worry if you cannot add it during early enrollment because it will never fill up.

1. Once you have an offer for an internship, email the Mass Media Internship Coordinator with the details of your internship, including the name and email of your internship supervisor to make sure the internship meets the standards and requirements for the MM 494 class.
2. IF APPROVED, the Mass Media Internship Coordinator will email you and your internship supervisor the internship contract to fill out and sign together.
3. *A student cannot enroll in the MM494 class without a contract that is signed by both you and your internship supervisor.*
4. Once the Mass Media Internship Coordinator reviews your contract, he/she will process an override for you to enroll in the MM494 class and let you know that you may now add the class.
5. As you enroll, make sure you are adding the internship class MM 494 for 2 credit hours.
 - a. Note: To adjust the hours from 1 credit hour to 2 credit hours, log into the registration screen as if you are going to add another course, but instead go to the top tabs and select "Schedule and Options."
 - b. Next, find your course and hover the cursor over the number of credit hours for the class.
 - c. A drop-down menu should appear that will allow you to change the number of hours.
 - d. Click "submit" at the bottom of the screen to save the change.
 - e. Afterward, refresh the screen to be certain the change was successfully saved.
6. There will be no exception to the steps outlined above. Please plan accordingly.