

STAR-GAZETTE

Academic Internship Guidelines

The Star-Gazette newsroom provides academic internships for students who have an interest in journalism. Academic internships are unpaid learning experiences. The Star-Gazette follows guidelines established by the National Association of Colleges and Employers (NACE) to ensure our compliance with the law.

What's required to become an academic intern:

- The work performed by the intern must be directly related to his or her educational course work.
- The intern must receive course credits for his or her work or is required to complete the work in order to graduate.
- The intern must prepare a report on his or her work experience and submit it to a faculty supervisor.
- The Star-Gazette must have a letter or other written documentation from the intern's school confirming that the internship has been approved as educationally relevant.

What to expect if you're an academic intern:

- Learning objectives will be identified.
- The intern will spend no more than 50 percent of his or her time performing work that's also done by Star-Gazette employees.
- The company will teach the intern a skill, a process, how to use equipment, or about the business.
- A Star-Gazette staff member will supervise the intern.
- The intern will not be guaranteed a job upon completion of the internship or graduation.
- The intern will abide by Star-Gazette policies and procedures. Failure to do so could terminate the internship.

3/28/02
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Academic Internship Checklist

Intern's name: _____

Address: _____

Phone: _____ School: _____

Adviser/teacher: _____ Phone: _____

Start date: _____ Completion date: _____

Requirements:

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Have qualifications been met?

Signature of intern/date

Star-Gazette supervisor/date

Outline:

Learning objectives: _____

Intern's supervisor: _____

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Academic Internship Evaluation

- Copies of evaluation go to the academic intern, his/her adviser and the executive editor.

Intern's name: _____

Address: _____

Phone: _____ School: _____

Adviser/teacher: _____ Phone: _____

Start date: _____ Completion date: _____

Self-evaluation:

Please comment on your experience as an academic intern. (Recommendations: Discuss your progress, highlights of the programs, strengths/weaknesses of the internship.)

Intern's signature/date: _____

Comments from Star-Gazette:

Briefly describe progress of the academic intern:

Supervisor's signature/date: _____