



**Communications and Media Studies**  
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**<http://ase.tufts.edu/cms>**

## **CMS Internship Program (EXP 99C)**

### ***Frequently Asked Questions***

#### **Why should I do a CMS internship?**

CMS provides academic credit for internships in a variety of media fields, including print journalism, broadcasting, video/film production, photography, public relations, advertising, book publishing, media literacy, graphic design, web design and multimedia. As you learn about how the media operate and influence the public, you will also gain technical expertise, interpersonal skills, and experience in “networking” with professionals. You may have the opportunity to develop technical skills such as news writing, copy writing, editing, layout and production, audio and video production, or web design. You will see first-hand how media professionals handle crisis situations as well as their normal daily routines. You will certainly learn things that you could never learn in a classroom. And for some students, internships serve as a springboard for job placements after graduation.

#### **What kind of time commitment is involved?**

During the academic year, students are at the internship site, on average, about 12 to 16 hours a week. Tufts requires that you intern a minimum of 150 hours over the semester in order to receive credit, but some internship sites require two days a week (or occasionally more). During the summer, student schedules vary from two days a week to full-time, with the total number of weeks varying as well.

#### **What kind of work will I do?**

This varies from site to site and from supervisor to supervisor. Bottom line, CMS asks internship sites to give you work that is at least 60 percent professional in nature. To a large extent, what you get out of the internship depends on you. Do your best work, even if the work is clerical. Push for additional assignments, be enthusiastic, and seek regular feedback from your supervisor. Seek out opportunities to “shadow” and “network” with professionals at the company.

#### **How do I find an internship?**

The main responsibility for finding an appropriate internship rests with you. Susan Eisenhauer, Associate Director of CMS ([susan.eisenhauer@tufts.edu](mailto:susan.eisenhauer@tufts.edu)), will meet with you about potential internship sites, but you should also do some research on your own. Information about internship placements can be found in the navy and white binders in the CMS Library at 95 Talbot Ave. There are more than 500 potential internship sites listed in the binders. You should call or email the internship coordinators at the sites that interest you, to see if they have openings. Also, you should consult the *Tufts Career Connect* online internship listings as well as related information on the Tufts Career Services website (go to [careers.tufts.edu](http://careers.tufts.edu), and click on *Internships* under the *Students* heading.) Often it is advisable for students to use their creativity to reach out and find their own internships at organizations that meet their individual needs and interests. Susan Eisenhauer can help guide you in this process.

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One of the most important factors in whether an internship is a successful one is the relationship that the student has with the immediate supervisor at the site. Prospective interns should find out who the supervisor will be and if possible try to meet or at least speak by phone with that person before they accept the internship.

### **How do I receive credit for a media internship?**

Tufts rules allow students to count two internship credits toward graduation requirements. See Susan Eisenhauer to discuss your eligibility to receive CMS credit for an internship. (Note: First-year students at Tufts cannot take internships for academic credit until the summer after their first year.) All communications internships under EXP99C during the fall and spring semesters are one credit and pass/fail. You must work at least 150 hours at the site, fulfill a writing requirement, and meet regularly with Susan Eisenhauer. (See below for information on summer internship credit and course requirements.)

During the academic year, registration is done online through the ExCollege process in the first two weeks of the semester. You must receive consent from Susan Eisenhauer and complete an Internship Agreement form before you can register. The course syllabus, Internship Agreement, and Internship Guidelines can all be downloaded from the "Forms" site on the CMS website. Hard copies are available in the CMS office.

### **How will I be graded?**

EXP 99C is a pass/fail course. Receiving a "pass" requires that you complete at least 150 hours at the site (see below for summer course requirements), meet regularly with Susan Eisenhauer to review your internship, write a series of papers that reflect on your work at the site, and fill out an evaluation sheet at the end of the internship. Your site supervisor will also fill out an evaluation sheet about your performance in the internship, and Susan Eisenhauer will share that with you.

### **Will the internship course count for my CMS minor?**

Possibly. Consult with CMS about this. An internship is considered a "Media Practice" or "Film Practice" course. Except with written permission of the CMS Director, you are allowed to count only one "Practice" credit toward either the Mass Communications minor or the Film Studies minor. If you are not listing another "Practice" course (e.g. video production, photography, computer animation), you would be able to count one internship credit for your MCMS or FS minor. (Note: for students doing the Film Studies minor, the internship must be a video- or film-related internship.)

Also, because the CMS internship is a "Practice" course and not one in which lengthy papers are written, it cannot be used to satisfy the CMS Senior Course Option.

### **Is it possible to receive credit for an internship in the summer?**

Yes, through the CMS internship course in the Tufts Summer School (EXP99C). Summer media internships for credit do not have to be done in the Boston area. In fact, many summer interns work at media outlets in their hometowns or in New York City, Washington, or Los Angeles. The course can be taken for half-credit or full-credit, and it is pass/fail. Half-credit requires at least 75 internship hours done over a minimum of four weeks; full-credit requires at least 150 hours.

You might find that because of union and legal restrictions, the internship site you are interested in REQUIRES that you receive academic credit while you are in the internship. This is very common at media companies. During the school year you can simply take the course as part of your normal course load. In the summer, when you are on leave from Tufts, you can obtain the necessary credit by enrolling in the CMS internship courses (half- or full-credit) offered through the Summer School. Because CMS offers an internship course for academic credit, you cannot take a media internship through the Career Services program.