



# Communications and Media Studies

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## 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, film, photography, public relations, marketing communications, 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, photography, audio and film 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 may lead to post-graduate job opportunities.

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

During the school year, internships are done in the Boston area. Summer media internships can be done at media outlets in Boston, in your hometown, in New York City, Washington, Los Angeles, or possibly even abroad.

The main responsibility for finding an appropriate internship rests with you, but we are here to help you. Susan Eisenhauer, Associate Director of CMS (susan.eisenhauer@tufts.edu), will meet with you about potential internship sites, but you must also do research on your own. Information about internship placements can be found in the binders in the CMS Library on the second floor of 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, and check company websites, to see if they have openings. Also, you should consult the *Tufts Career Connect* and *LACN* (Liberal Arts Career Network) online internship listings as well as other related information on the Tufts Career Services website. Go to [careers.tufts.edu](http://careers.tufts.edu), and click on *Internships* to find additional sites, including resources accessible only through Web Center. In addition, 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.

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, phone, or email with that person before they accept the internship.

### **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 a greater time commitment. During the summer, student schedules vary from two days a week to full-time, with the total number of weeks varying as well.

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

This varies from site to site and from supervisor to supervisor. CMS asks internship sites to give you work that is mostly 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. Look for opportunities to shadow and do “informational interviews” with professionals at the site.

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

Academic credit for communications internships is available during both academic semesters as well as during the summer months (through the Tufts Summer School). 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.)

Tufts’ rules allow students to count up to 2.0 internship credits toward their graduation requirements. During the fall and spring semesters, CMS student interns receive 1.0 pass/fail credit. They must intern a minimum of 150 hours, write four short papers, and meet regularly with the faculty advisor. In the summer, students desiring academic credit can choose either the 1.0 credit course or a .5 credit option (for which they must intern at least 75 hours), both through the Tufts Summer School.

You might find that because of union and legal restrictions, the internship site you are interested in REQUIRES that you receive credit while you are in the internship. This is very common at media companies. During the school year you would take the CMS course (EXP99C) as part of your normal course load. In the summer, when you are on leave from Tufts, you could obtain the necessary credit by enrolling in the half- or full-credit CMS internship course offered through the Summer School. During the SUMMER ONLY, you might also have the option of receiving non-academic “credit” through the Tufts Career Services Internship Credit program. It is up to you to determine in advance whether the organization requires academic course credit, in which case you would need to take the CMS Summer School internship course, or whether non-academic “credit” through Career Services would suffice. You must plan ahead in arranging for the proper kind of credit, so you are not delayed in starting the summer internship on time.

### **How do I register for the CMS internship course?**

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 via SIS. The course syllabus, Internship Agreement, and Internship Guidelines can all be downloaded from the “Forms” page on the CMS website (<http://ase.tufts.edu/cms/forms.html>). Hard copies are available in the CMS office. Registration for summer internship credit is done through the Tufts Summer School. Contact Susan Eisenhauer for more information on how to proceed.

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

EXP 99C is a pass/fail course. Receiving a “pass” requires that you complete the required number of hours at the site, meet regularly with Susan Eisenhauer to review your internship (in person during fall or spring, by phone in the summer if you are not in Boston), 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. Discuss this with CMS. An internship is considered a “Media Practice” or “Film Practice” course. Consult the CMS Minor requirements, listed on the CMS website, to determine if your internship will count. Confirm this with CMS staff. 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.