



# ***Communications and Media Studies Program***

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## ***CMS Internship Program (EXP 99C) Frequently Asked Questions***

### **1. 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, graphic and web design, public relations, advertising, and publishing. 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 newswriting, copywriting, editing, layout and production, audio and video production, or web design. You will see first-hand how media professionals handle both crisis situations and 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.

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

Students who choose to complement their course work in media studies by receiving academic credit for hands-on experience are at the internship site, on average, about 12 to 16 hours a week. While the course requires that you intern a minimum of 150 hours over the semester, many internship sites require 2 days a week.

### **3. 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.

### **4. 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), is happy to meet with you about potential internship sites, but it is helpful if you have first done a little research on your own. Start in the Ex College and the Career Services Office. Information about potential internship placements is in the navy and white binders on the right-hand shelf in the Ex College office. While there are more than 400 potential internship sites listed in the binders, you should call or email the internship coordinators at the sites to see if they still have openings and in which departments. Also, you should check the on-line internship listings on the Tufts Career Services web site (go to [careers.tufts.edu](http://careers.tufts.edu) and follow the student/internship links to “**MonsterTrak**”). By no means are internship possibilities limited to these, however. Often it is advisable for students to use their creativity to reach out and find their own internship at an organization that meets 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 or at least speak by phone to that person before they accept the internship.

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

Tufts allows 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 taken for one credit and are graded on a pass/fail basis. See below for information on summer internships.) In order to receive credit for an internship in communications, you must work at least 150 hours at the site, write 4 short papers, and meet regularly with Susan Eisenhauer.

Registration is done through the "Add" process in the first few weeks of the semester. A student must complete an Internship Agreement form before Susan Eisenhauer will sign the student's "Add" form. The site supervisor must complete the middle section of the Internship Agreement form, the student fills out the top, and Susan Eisenhauer fills out the bottom. There are copies of this form in the bin to the far left of the CMS office door at 13 Miner Hall.

## **6. 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, 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.

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

Possibly. Except with written permission of the CMS Director, you are allowed to count only one "Media Practice" credit toward either the Mass Communications minor or the Film Studies minor. An internship is considered a "Media Practice" course. If you are not also trying to count an additional "Media Practice" course (such as a video production course, photography, computer animation), you would be able to count the internship course for your MCMS or FS minor. Note: for students doing the Film Studies minor, the internship would have to be a video or film production internship in order to count.

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

Yes, through the Tufts Summer School. Summer media internships through the Tufts Summer School (EXP0099CA/CB) 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. There is a requirement of at least 150 hours at the site, to be completed anytime between late May and early August. There is also a writing requirement. The course can be taken for half-credit or full-credit and is pass/fail.

Because of union and legal issues, you might also find that the internship site you are interested in REQUIRES that you be receiving academic credit while you are in the internship. This is especially true of internships in the broadcasting and entertainment fields. Many students receive this credit through the Summer School internship course. See Susan Eisenhauer for details.

## **A SAMPLING OF RECENT MEDIA INTERNSHIP SITES**

**Boston Area:**

Arnold Worldwide  
The Associated Press  
*The Atlantic Monthly*  
Boston Bruins Media Relations  
Boston Casting  
Boston Celtics PR/Marketing  
*The Boston Globe*  
*Boston Magazine*  
*The Boston Phoenix*  
Cone Inc.  
David Sutherland Productions  
Fox 25 News  
Governor's Press Office  
Hill Holliday Advertising  
*Improper Bostonian Magazine*  
*The Medford Transcript*  
Mullen Advertising  
New England Cable News  
*The Patriot-Ledger*  
Radio Disney  
Walden Media/ Boston  
WBCN-FM Infinity Radio  
WBUR-FM (National Public Radio)  
WBZ-TV and WBZ-AM CBS Boston  
WCVB-TV  
WGBH-TV *Amer. Exper., Nova, Frontline, Zoom*  
WHDH-TV  
*Worcester Telegram and Gazette*

**Outside Boston:**

ABC News Radio  
Beacon Pictures  
BET News  
CBS-TV  
*The Charlie Rose Show*  
Children's Television Workshop  
CNN  
Comedy Central  
*The Daily Show with Jon Stewart*  
DDB Worldwide  
Fox News/Sports, Fox Searchlight Pictures  
Interscope Records  
*The Late Show with David Letterman*  
*Late Night with Conan O'Brien*  
Miramax Films  
MTV Networks, MTV Films, VH-1  
NBC News/Sports, Dateline, MSNBC, CNBC  
Nickelodeon, *Nickelodeon Magazine*  
RCA Music Group/J Records  
Sony Music  
*Seventeen Magazine*  
*USA Today*  
Vivendi Universal Entertainment  
Walden Media/LA