

Department of Mass Communication

Guidelines for Internship Final 5-7 minute VIDEO with sound

An internship is more than performing specified duties for an employer. It is applying knowledge gained in classes and life experiences to those duties and critically analyzing the internship experience in regard to application of skills and knowledge, learning new skills and knowledge, developing confidence, meeting deadlines and the like.

Your video should be energetic and appealing to students preparing to intern. It should engage students with words and graphics and get them excited about the internship experience.

Follow this basic outline. Be sure to include photos, graphics, and examples of the work you did at your internship.

OVERVIEW OF THE EMPLOYER

- Give the name of company/organization.
- Give the location.
- Is it remote or in-office
- Is it paid or unpaid

TASKS/DUTIES

- Summarize the duties you performed.
- What did you enjoy doing the most?
- What did you learn from the internship?
- Include photos and insert samples of your work.

RECOMMENDATIONS FOR FUTURE INTERNS

- What would you tell future interns about this employer?
- What should they expect?
- How might they be pleased or excited?

ENDING

- Get the viewer excited about interning!
- Tell them to get started by filling out their Internship Application - it's on the MCOM website!

The department will retain your video and play it on the TV screen in the Resource Center for other students to view. Because your report will be a public document, do not include in your report anything you would not want anyone to know.