

1435 Jayhawk Blvd.
Lawrence, KS 66044

Dear Student,

This letter is to confirm you are enrolled in Journalism 507, Professional Practicum. For this course, you will complete an internship. For one hour of credit, the student works 40 hours unpaid over the course of the semester. For two hours of credit, the student works 80 hours unpaid. For three hours of credit, the student works 120 hours. The details are below.

[Insert supervisor name, title]

If any of the information above is incorrect, notify my office immediately at 785-864-7630. You must also be registered with the Journalism Career Center.

Today, I sent your supervisor a form to use in evaluating your performance. To complete your requirements, you must prepare a **four-page report** on your experience, update your LinkedIn profile and resume. You will also provide **five work samples**. Your report and work samples are due the **last day of class for the term you are enrolled**.

In your report, please provide information that will be useful to the School and future interns. Submit your report and work samples in an 8 x 11 envelope or email electronically in PDFs. Please include the following in your internship reflection:

- Name
- Internship dates
- Company name
- Description of the company and its organizational structure
- Products or services the company provides
- Your duties and responsibilities
- What you learned
- How this related to your J-school education
- J-school courses that proved helpful
- Recommendations to future students who are interested in this internship

Your J507 grade of Satisfactory or Unsatisfactory will be based on this report, your work samples and your employer's evaluation. I look forward to reading about your experience.

Sincerely,

Steve Rottinghaus
Career and Outreach Coordinator