

Effective as of 1 January 2012

AUCA Journalism and Mass Communications Department
Internship Policy

1. Purpose: To guide AUCA JMC students in effective planning and fulfillment of the University and Departmental internship regulations required for graduation.

2. Definition: An internship is a paid or unpaid temporary on-the-job work experience in a sphere related to a student's course of studies and specialization (PR, broadcasting or print journalism), the main goal of which is to acquaint students with real life practices in their chosen career field with a view of improving preparation of the students for independent career building after graduation from the University.

3. General Regulations: All AUCA Journalism and Mass Communications students must undertake two internships during their course of studies:

- 1) *Introductory internship* with duration of two weeks to be implemented after the second semester (end of first year).
- 2) *Specialized internship* with duration of 30 days to be undertaken after the sixth semester of studies (end of 3 year).

4. Introductory Internship

4.1 Students of the JMC department must undertake an introductory internship at the end of their second semester at the University for two weeks in a media outlet, at which they will later on conduct their specialized internship at the end of third year.

4.2 The students' goals at the introductory internship are:

- To make acquaintances with staff members of the media outlet
- To take part in editorial briefings and staff meetings of the media outlet
- To assist practicing journalists in their professional work as necessary
- To become acquainted with the technological processes of work at a broadcasting station, a newspaper, or a PR agency

4.3 Before the internship, a student must arrange for the signing of a contract between their supervisor at the proposed place of internship and Head of AUCA Journalism and Mass Communications Department on the student's internship terms.

4.4 At the end of the internship students must submit a signed and sealed *internship diary* (annex 2) as a report.

4.5. Students receive a Pass for an introductory internship, which is required for graduation.

5. Specialized Internship

5.1 Students should undertake a 30-day internship after the sixth semester (end of third year) of their education at the University in a media outlet, where they have undertaken their introductory internship. The Department determines the location of the internship, and makes an agreement (annex 1) with the mass media, PR agencies, consulting companies and private commercial institutions.

5.2 The students' activity during the internship should be connected with the chosen specialization (PR, broadcasting or print). The participation of students in the research work also should count as practical work. In this case students should present the finished (published) materials of their scientific work.

5.3 The students should keep a diary (annex 2) during the internship in which they have to reflect routinely and in detail all knowledge they acquire, indicate the steps in execution of a task, and also indicate whether it was work done independently or with the advisor. The internship diary is the summary document that students must submit to the Department at the defense upon completion of the internship.

5.4 Upon completion of the internship the students must also fill out, sign and arrange for signing by their supervisors an Internship Completion Form (annex 3), along with the all the works created/produced during the internship (cassettes, copies of articles from newspapers, bulletins, press release, materials by PR campaigns). All these materials should be dated during the summer period.

5.5 The defense of internship is held during the second week of September on the day designed by the Department. Students present the deliverables, tell about the course of their performance, achievements of internship and new knowledge and skills acquired during the internship.

5.6 The commission consisting of Journalism and Mass Communication faculty evaluates the internship at the defense and gives the final grade for the internship.

5.7 The final grade is influenced not only by the work performed during internship but also by the presented package of documents (the questionnaire and a diary), deliverables and the presentation.

5.8 The program reserves the right to specify any questions on the internship to be answered by advisers who supervised by the student's work, or directly by the heads of mass media where the student worked during the internship.

6. Any questions and issues related to a change of schedule and procedure of the internship should be coordinated with and approved by the Department.

ANNEX 1

AGREEMENT

ON THE SPECIALIZED INTERNSHIP OF AUCA JOURNALISM AND MASS COMMUNICATIONS DEPARTMENT STUDENT

The present agreement is signed between the Mass Media of Kyrgyz Republic and the Journalism and Mass Communications Department of the American University of Central Asia on conduction of a specialized internship by students of the abovementioned program.

The Journalism and Mass Communications Department, in agreement with the Mass Media (public relations department) assigns student

_____ to undertake an internship in accordance with their future specialization.

According to conditions of the present contract, the student is required to:

- Undertake a 30-day specialized internship at a mass media outlet of choice (or a PR company), which the JMC Department has signed a present contract with;
- Within the framework of the specialized internship the student has a right to propose her or his own topics, ideas and formats of undergoing the internship (topics for articles, broadcasting subjects and items, development of PR and information campaigns);
- The student is obliged to execute specialized tasks related to journalistic activity offered to her or him by their immediate supervisors or editors of their media outlet.

The signing mass media outlet is responsible for identifying and assigning a mentor-supervisor for the student, who will work with the student on her or his materials and will assign tasks. At the end of the specialized internship this supervisor will help the student in filling in the Internship Completion Form.

Head of Journalism and Mass Communications
Department at AUCA

_____ G. Toralieva.

Editor _____

Head of PR office _____

ANNEX 2

American University in Central Asia
Journalism and Mass Communications Department

Internship Diary

Name of student
Year of study, group

I. IDENTIFICATION INFORMATION

Name:

Year:

Specialization:

Internship company:

Internship date:

Supervisor:

Head of the JMC Department:

Gulnura Toralieva

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II. INTERNSHIP DATES

1. Date of arrival: _____

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Signature _____

2. Date of start: _____

Stamp

Signature _____

3. Date of detachment: _____

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Signature _____

III. INDIVIDUAL ASSIGNMENT

Topic:

Assignments:

Academic supervisor: _____

The confirmation of the assignment's completion:

Company supervisor: _____

VI. LIST OF MATERIALS COLLECTED

VII. AFTERWORD BY A STUDENT ABOUT PRACTICE OBTAINED AND HIS/HER SUGGESTIONS

Intern signature: _____

VIII. PERFORMANCE RECORD

given by the host institution

(please specify trainee's level of theoretical knowledge, quality of performed tasks, discipline, and failures if any)

Supervisor's signature:

Date:

IX. EVALUATION

of the internship report and assessment

Signatures of assessment committee members _____

X. NOTES BY INSTRUCTORS DURING THE INTERNSHIP

ANNEX 3

**AMERICAN UNIVERSITY OF CENTRAL ASIA
INTERNSHIP PROGRAM
COMPLETION FORM**

PART1. GENERAL *(To be completed by the student and the advisor)*

Student name: _____
Address: _____
Phone number: _____
Company/organization name: _____
Address: _____
Telephone: _____ Fax: _____
Advisor name: _____
Position: _____
Internship begins : _____ Internship ends: _____
Hours per week: _____
Remuneration: provided not provided
(circle as appropriate)
Exchange rate: _____

PART 2. INTERNSHIP DESCRIPTION *(To be completed by the student and the supervisor).*

Summary of responsibilities: *(Please, describe in as much detail as possible the intern's role, responsibilities, tasks, projects and timing)*

Student's aims: *(What would you like to gain/learn during the internship? Please, describe in detail)*

Learning process and control: *(Please describe who will be monitoring the intern and how will be the learning process structured? What guidelines, manuals, consultations and help will be provided and by whom?)*

Evaluation of work: (How will the intern's progress be evaluated? Who will be conducting the evaluation? When? How will the student's grade be defined? By whom? When?)

PART 3. ACADEMIC (To be completed by the student and the faculty instructor)

Academic advisor name: _____
Telephone: _____
Faculty name: _____
Number of credit hours : _____ Grade type: Pass/Fail Numeric grade

Academic requirements: (Please, underline as appropriate)

Written work	Journal
Specialized literature reading	Research project
Meetings with the instructor	other _____

PART 4. AGREEMENT (To be completed by the student, the supervisor, and the faculty instructor).

The hereby contract may be voided by the student, the academic advisor, or the faculty instructor through submission of a written notice, which has to be received and approved by both parties.

Student agrees:

- To comply with the company/organization rules.
- To notify his/her advisor if unable to work according to schedule.
- To complete the student internship evaluation form
- To fulfill all academic requirements.
- To notify his/her academic instructor of any substantial changes of main responsibilities or learning objectives.

Supervisor agrees:

- To provide the student with teaching and control necessary for successful implementation of their duties.
- To evaluate the intern's work and to provide comments upon the completion of the internship.
- To immediately inform the academic advisor in case of any serious problems with the intern.

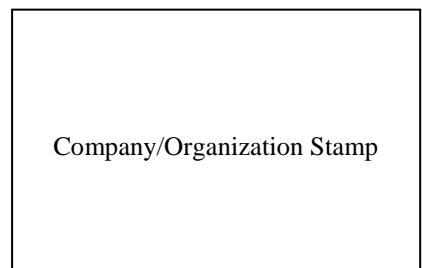
Signatures:

Student: _____

Academic advisor: _____

Supervisor of intern: _____

Please, return to: Journalism and Mass Communication Department, American University of Central Asia



Comments:

1. What positive qualities of an intern you have noticed in the course of internship?

2. Which areas need improvement in order for the intern to deliver better results?

3. What input has the intern contributed to the company/organization? Please, describe.

4. Any additional comments on the intern and the internship program.

Please return before September 1 of the current year.

If you have any questions or comments please contact the Head of Journalism and Mass Communication Program:

Tel: + 996 (312) 66-68-22

American University of Central Asia.

Address: Bishkek, Abdumomunova 205, room 206.



Internship evaluation criteria

Student name: _____

Supervisor: _____

Company/org-n: _____

Date: _____

Directions:

This list of criteria is designed to help you adequately evaluate the performance of your intern. Please, circle the corresponding mark. Please underline the points you find difficult to indicate.

Grades system: 1 – bad 2 – below average 3 – satisfactory
 4 – good 5 – excellent d/e – difficult to evaluate

Professional skills

Punctual and reliable	1	2	3	4	5	d/e
Complies with the company/organization rules	1	2	3	4	5	d/e
Seeks new tasks and eager to take initiative	1	2	3	4	5	d/e
Dresses neatly and appropriately	1	2	3	4	5	d/e
Gives out pleasant impression, confident, knowledgeable and attentive to others	1	2	3	4	5	d/e
Other (please state) d/e	1	2	3	4	5	

Tasks implementation skills

Implementation of assigned tasks	1	2	3	4	5	d/e
Attention to details	1	2	3	4	5	d/e
Knows how to manage time and effort	1	2	3	4	5	d/e
Meets dead-lines	1	2	3	4	5	d/e
Understands instructions and follows them	1	2	3	4	5	d/e
Knows clearly when needs guidance and when on his/her own judgment	1	2	3	4	5	d/e
Demonstrates essential working skills such as Compiling reports, business style communication, IT skills, etc.	1	2	3	4	5	d/e
Remains calm in stressful situations	1	2	3	4	5	d/e
Other (please state)	1	2	3	4	5	d/e

Attitude towards work

Demonstrates active interest and desire to contribute something to company/organization	1	2	3	4	5	d/e
Responds well to criticism and adjusts performance accordingly		1	2	3	4	5
Treats monotonous and routine tasks well	1	2	3	4	5	d/e
Problem solving abilities, search for positive Aspects in difficult situations, regards problems as challenges	1	2	3	4	5	d/e
Curious	1	2	3	4	5	d/e
Respectful towards others' experience, skills and knowledge	1	2	3	4	5	d/e
Eager for new challenges	1	2	3	4	5	d/e
Understands the difference between and aims at balancing student and employee roles and own and company's objectives	1	2	3	4	5	d/e
Ready to help others	1	2	3	4	5	d/e
Other (please state)	1	2	3	4	5	d/e

Interpersonal communication skills

Finds right approaches while communicating with different people	1	2	3	4	5	d/e
Communicable, yet not overly intrusive to distract other employees too much	1	2	3	4	5	d/e
Sensitive to other people's needs	1	2	3	4	5	d/e
Listens attentively	1	2	3	4	5	d/e
Tactful	1	2	3	4	5	d/e
Knows how to defend	1	2	3	4	5	d/e
Other (please state)	1	2	3	4	5	d/e

Company/Organization Stamp

**Internship Evaluation Criteria
Student Form**

Student name: _____ Supervisor: _____

Company name: _____ Date: _____

Directions:

The following questions are designed to help you evaluate your internship. In addition this form will help the university to decide whether the company you have had your internship in is a suitable candidate for future internships. Your answers will only be seen and used by the faculty internship supervisor and staff of "Me and My Career" centre.

1. Have you gained new knowledge and/or developed new skills during your internship? Which ones?

2. Has anything changed in your behavior, your attitude towards people and work, your system of values, as a result of the internship? What exactly?

3. Have you discovered new interests and/or abilities in yourself? Which ones?

4. How did the internship correspond with your interests and abilities?

5. Has the company/organization provided you with the training and guidance needed for carrying out of your tasks?

6. Have you had to implement tasks that are entirely different to the ones initially outlined in your contract?

7. What difficulties have you encountered in the course of your internship, if any?

8. What would have you done differently if you were to go through this internship again?

9. What suggestions or recommendations for improvement of working process you may have? Would you like the company to be notified of them?

10. Your comments addressed to the internship organizers. What would have you done differently in order to make the internship more useful and interesting (pre-internship seminars, more company information, etc.)?

Please use the other side of the page for any additional comments that you may have.

Company/Organization Stamp
