

**THE COLLEGE OF NEW JERSEY  
DEPARTMENT OF JOURNALISM AND PROFESSIONAL WRITING (JPW)  
PROPOSAL FOR INTERNSHIP**

To be eligible for JPW 499 internship study, a student must have at least 60 credits, 15 of which must have been completed at TCNJ. A student must also have a minimum cumulative GPA of 2.0. The student may enroll in no more than 6 credits (1.5 course units) of internship study in a given semester. To earn one unit, an internship shall total 180 hours of work (45 per credit). Internships done before a student earns 60 credits, or after JPW 499 is completed, will count as JPW 399, a JPW elective. The college allows each student to complete up to 3 units of internship study. Internships may be paid or unpaid.

As stated in JPW's learning goals, the objective of each internship is to "perform entry-level work at a professional publication or as a professional writer, as demonstrated by completion of a media experience."

Student name: \_\_\_\_\_ Instructor name: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Units: \_\_\_\_\_

1. Description of the internship: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Amount of time devoted to each major aspect of the project: \_\_\_\_\_  
\_\_\_\_\_
3. Prior course work or other experience which qualifies student for proposed activity (list JPW courses taken): \_\_\_\_\_  
\_\_\_\_\_
4. Frequency and duration of meetings with instructor: As needed
5. Methods by which the internship will be evaluated: Reflective journal (about one page per week), copies of clips or other written work, intern evaluation form, supervisor evaluation form.

Department chair signature: \_\_\_\_\_

Procedure: To register an internship, complete this form plus an enrollment form, <https://recreg.tcnj.edu/forms/>. Once all signatures are obtained, both forms are submitted to the Office of Records & Registration. The JPW office will make copies for R&R, the instructor, the student, and the department.