

UNIVERSITY of HOUSTON | DIGITAL MEDIA

14000 University Blvd. • Sugar Land, TX • 77479 • 713-743-4089



Digital Media DIGM 4396 Internship Information Fall 2019

General Information

- Students completing a Digital Media degree are encouraged to serve an internship (DIGM 4396). The internship must relate to a digital media field of endeavor *such as* Print, Photography, Web Design, Motion Media, Packaging, or eCommerce, eMedia, or the management/supervision of such a field.
- Prior to enrolling in an Internship, students must complete prerequisite courses required by the course instructor. The required prerequisites depend upon the digital media area of endeavor that the student wishes to pursue. For example, a student wishing an internship in Print Media would probably need to take DIGM 3350, 3351, 3152, 3252, and 4373 prior to enrolling in DIGM 4396.
- If a section number for DIGM 4396 is not published in the Schedule of Classes, please contact the Digital Media coordinator or the professor of your choice.
- A three-semester-hour internship requires a minimum of 135 hours of experience. Students must keep track of their time through the use of a time card or other record. These hours may be completed by averaging nine hours per week during a 15 week semester, or may be condensed into a summer session by averaging more hours per week.
- Internships are generally paid. Paid internships are preferred because they do not make undue demands on the employer. See <http://www.uh.edu/tech/digitalmedia/employ/>

Obtaining an Internship Position

- Students must prepare a detailed resume before seeking an internship.
- Students may be placed with the assistance of the Digital Media Program coordinator or the Digital Media professor of their choice. Or, they may obtain their own internships.
- All internship positions must be approved by the Digital Media Program coordinator.

Internship Objective Statement

- The objectives of each internship will vary according to the knowledge-acquisition needs and career goals of each individual student.

- Internship objectives and sites are flexible so long as they are related to Digital Media.
- Each student will compose a list of specific objectives to be met through the internship. Each student's list must be compiled in conjunction with the Digital Media Program coordinator or other Digital Media professor..
- Each student's list of objectives must be approved and signed by the student, the student's mentor, and the Digital Media Program coordinator or professor.

Receiving Academic Credit for Internships

- An acceptable objective statement must be composed by the student and approved by the Digital Media Program coordinator or professor and the student's mentor.
- The student must keep a time record to document a minimum of 135 hours of experience.
- The student must write an acceptable term paper (see guidelines below).
- The mentor will evaluate the student's performance. The student will be responsible for obtaining an evaluation form from the Digital Media Program coordinator or professor and presenting it to the cooperating employer. The cooperating employer will be responsible for completing the form and mailing or emailing it to the Digital Media Program coordinator or course professor. The evaluation must be received by the coordinator or professor during the exam week of the semester in which the internship is completed.

Term Paper Guidelines

- The Term Paper should be an example of the student's absolute best written work. It can be considered a "mini-thesis."
- The paper should be approximately five–seven (5–7) 8 1/2 X 11" pages of 12 point Times or Times New Roman type leaded three points with one inch (1") margins.
- The term paper will not be returned. So, students are advised to make a second copy for their records.
- The paper is to be submitted in a professional manner properly bound for archival.
- Follow the APA guidelines for manuscript preparation, except use Times or Times New Roman Type. Follow all other guidelines.
- The paper must be submitted during the exam week of whatever semester the internship is completed.
- The contents of the paper will be as follows:
 - Introduction: State the name of the cooperating employer, its address, the dates of the

internship and an overview of the student's role during the internship.

- **Body:** The body is to be organized around the student's statement of objectives. Each objective is to be a subtitle. Under each objective, a narrative is to be written that describes what was learned about the objective. A comparison of what was expected compared to what was learned should be given.
- **Conclusion:** The conclusion should explain how the internship has impacted the student's education and career plans.
- **Appendix:** Includes the original signed statement of objectives, a revised resume that highlights the just-completed internship, and the student's time record. A bibliography and samples of the student's work (if appropriate) may also be included in the appendix.

Grading

A letter grade will be assigned for each internship. Grades will be calculated as follows:

- Objective statement 10%
- Attendance 10%
- Term paper 50%
The paper will be graded on content, adherence to the APA style, and presentation.
- Mentor evaluation 30%