

Media Studies Department  
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## Internship Program

There are several requirements that you will need to meet to receive credit for your internship:

- You must be a Film, Media, or Advertising major or minor.
- You must have junior or senior status (sophomores will be considered for internship credit on case-by-case basis).
- Your GPA must be 3.0 or above.
- You must create a portfolio of work completed at your internship and receive a positive evaluation from your employer.

The internship itself must also meet several requirements:

- The internship must be at a legitimate company (e.g. not as a personal assistant, or for a one-person business, or for a family member doing you a favor).
- Your work at the internship must be somehow related to media, and you should be building skills and gaining knowledge about the field. Doing menial office work or getting people coffee is not a worthy use of your time and talent.
- You should NEVER be paying any money to the company providing the internship—this is exploitation and a sign of a scam.
- Your workload for the semester should be approximately 135 hours, total, for 3 credits, or 270 hours, total, for 6 credits.
- You cannot register for an internship retroactively (after the work is completed). You will need to submit paperwork and register for the internship at the beginning of the semester when you will be doing the work.
- Be mindful of internship offers that are online scams, or that exploit interns to do big jobs for free (e.g. managing an entire company's social media) without providing any mentorship. The internship should be MUTUALLY BENEFICIAL, and provide you with educational opportunities, versus only benefitting the company by giving them free labor.

Students are responsible for finding their own internships, but the department can provide advice and support. Be sure to sign up for our newsletter, which contains internship information and an archive of opportunities: <https://qcmmediastudies.substack.com/>

Once you have located an internship, the next step will be to provide an official confirmation from your employer, in the form of a letter on official company letterhead. The letter should include the following information:

1. Confirmation you have been hired as an intern at their firm and that they acknowledge that you will be receiving academic credit for the position.
2. The title of your position, which should include the specific department in which you will work.
3. The start and end date of the Internship.
4. The number of hours per week that you will be working.
5. The name of the person you will report to (in other words, for whom you will be working) and their contact information.
6. The basic job responsibilities (it should be clear from this that there is a media-related component).
7. Their agreement that they will complete a short performance evaluation at the conclusion of your time at the company.

After we receive this letter, the department can send them a letter from the department confirming that you will be receiving credits for your work upon request.

Students will need to be in contact with the Internship Advisor, meeting 2-3 times throughout the semester; the advisor will be available to answer questions and to help you troubleshoot any issues you have during your internship. Your portfolio must be submitted and approved by the due date established at the beginning of the semester.