

219.311 Communication Internship

Massey University School of Communication, Journalism and Marketing

Checklist for Students Applying for Communication Internship

- You must have completed at least 45 credits at 200-level courses and at least one of these from a 156.2xx or 219.2xx subject.
- GPA (grade point average) of at least B- (4). Exemptions to this requirement can be made in a case-by-case consideration. Discuss your options with the 219.311 Campus Offering Coordinator. If you don't know your GPA, contact [CJM Programme Support Administrator](#).
- Arrange for an Academic Supervisor from the School of CJM staff. Please approach a [CJM academic staff member](#) you might want to work with to ask if they will assist you on the mentor role. If you are having difficulty in finding a supervisor, please contact 219.311 Campus Offering Coordinator for help.
- Check the Communication Internship website for help developing your CV and advice on how to approach possible host organisations. If you are having difficulty in finding an internship host organisation, please contact 219.311 Campus Offering Coordinator for help.
- After reaching an agreement with a host organisation on the internship dates and tasks and/or project, please get the Internship Agreement signed off by the organisation and yourself. Sent the signed contract to [CJM Programme Support Coordinator](#).
- Apply to 219.311 via Student Portal, using the Special Permission box, indicating when you sent the signed contract. Please pay attention to the correct offering to enrol: Semester 1 (S1FS), Semester 2 (S2FS) or Summer School (SSHL), and the correct campuses: Albany (AKLI), Manawatu (MTUI), Wellington (WLGJ), or Distance (DISD).

Course code	Name	Period	Credit	Location	Status
You do not have any requests.					

[Special permission request](#)

- After confirmation of your enrolment, access 219.311 Stream Site to find the course Study Guide and any other pertinent information.
- By the end of your internship period, please request that your supervisor at your host organisation fill out the 'Employer Evaluation of Internship Programme' (<https://www.massey.ac.nz/massey/learning/colleges/college-business/school-of-communication-journalism-and-marketing/study/communication-internship/employer-evaluation-form.cfm>)

CJM Programme Support Administrator (all offerings): Claudia Silva – c.silva@massey.ac.nz
219.311 Albany coordinator: Ass Prof Craig Fowler – c.fowler@massey.ac.nz
219.311 Manawatu coordinator: Ass Prof Susan Fountaine – s.l.fountaine@massey.ac.nz
219.311 Wellington and Distance coordinator: Dr Erika Pearson – e.pearson@massey.ac.nz