

JMA Internship FAQs

Q: How do I go about applying for an internship?

A: Visit our [website](#) – all of the information and paperwork you need is there.

Q: How many hours must I work to receive 3 credits?

A: See the website referenced above.

Q: How do I find an internship?

A: A spreadsheet with JMA-approved internship opportunities can be found on the website referenced above, or you can find and *propose* one you find on your own. ALL internships require prior approval by the JMA Chair.

Q: How many internship credits can I take?

A: The department allows a total of 9 extracurricular credits. If you take 6 internship credits you may take no more than 3 independent study credits. If you take 6 independent study credits you may take no more than 3 internship credits.

Q: I worked for a media company over the summer? Can I count that as an internship after the fact?

A: No. Internships must be applied for and approved by the JMA Chair (see the website referenced above). The internship must be documented – including time sheets, progress reporters and supervisory assessments -- as you complete the internship which, again, must be approved beforehand to count for credit.

Q: What kind of internship will be considered for credit?

A: We do not allow online internships. In addition, we expect that you will work closely with an experienced person in your field who will supervise, teach and mentor you. Simply doing work you already know how to do will not be considered for internship credit. Work with your JMA faculty mentor to determine whether an opportunity can count as an internship.

Q: I have a question about paperwork or how and when to submit forms.

A: See JMA Administrative Assistant Linda Hirsh: hirshl@duq.edu