

**Checklist of Steps:  
School Media Internship Process:**

1. Complete the required 100 hours of fieldwork and have the FW Coordinator sign off on your fieldwork.
2. Contact your advisor to sign off on the Permission to Register for IST 972 form.
3. Obtain Practicum Handbook from Kathy Benjamin in the Office of Career Services.
4. Update Competency Checklist and upload to SMIF in WebCT (CC #3-before the first practicum; CC #4-before the second practicum.)
5. Select the Practicum Site and Site Supervisor.
6. Register for IST 972 (School Media Practicum). You will be responsible for regular University tuition fees per credit hour.
7. Turn in the Proposal at least one week before starting a work assignment to Kathy Benjamin in the Office of Career Services.
8. Turn in the School Media Learning Agreement, along with the list of competencies that will be affected by the projects being worked on, upon completion of 30 hours at the site.
9. Contact the Faculty Supervisor regarding a site visit and mid-point evaluation.
10. When the practicum is completed, turn in the Student Evaluation Form, *which will not affect your grade, but must be submitted before a grade will be assigned.*
11. Make sure that your Site Supervisor submits the Site Supervisor Evaluation Form immediately following the end of your practicum.
12. Submit all practicum assignments (teaching video and one-page main project description/summary) to your Faculty Supervisor by the last day of classes in the semester for which you are doing your practicum.
13. Submit your portfolio to Kathy Benjamin the Office of Career Services the last week of classes the semester in which you graduate.

Questions?

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