

JOR 345 • Internship • Summer 2009

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The Course	For Journalism majors, Internship is the mechanism by which students earn academic credit for supervised work in the news media. It is important that you realize an internship is more than an opportunity for you to "try out" your career and more than an opportunity for your "employer" to get some free help. At its best, an internship placement allows you to put theory into practice, to see how the classroom has prepared you for the professional world, to discover your strengths and potential strengths, to begin to remedy shortcomings, to get your professional feet wet, and to gain experiences that will be useful to you when you look for your first professional job.
Course Goals	The department has several goals for this course; I hope you have one or two of your own. We intend that upon completion of the course, you should <ul style="list-style-type: none">• be able to use job-seeking skills and resources, including published and Internet sources, to identify potential entry-level journalism jobs for yourself;• be able to write a cogent and coherent resume and cover letter to use for potential jobs in your field;• be able to show written or taped accomplishments produced as part of your internship;• be capable of participating in an interview for an entry-level job in journalism;• be able to discuss workplace issues, problems and solutions, including sexual harassment, professional misconduct, employee rights, obligations and benefits; and• be able to communicate effectively with professionals in the workplace.
Minimum Required	To earn a passing grade, you must <ul style="list-style-type: none">• Work at least 10 weeks between 18 May and 14 August• Work at least 120 hours for 3 credits or 240 hours for 6 credits (Note well: hours do not include travel time and meal time, e.g.if you work 9-5 and get an hour for lunch, you should record 7 hours.)• Meet deadlines for submitting timesheets (more below)• Complete all course readings and assignments (more below)• Write a self-evaluation at the end of your internship (more below)• Receive a positive evaluation from your workplace supervisor (more below)

Grading	<p>Your supervisor's evaluation of the work you do during the semester contributes most to your course grade. I use your performance on assignments and attention to deadlines to raise or lower that grade, generally by one-half grade, e.g. if your supervisor graded you a B but you missed deadlines and generally did only the minimum required on assignments, your course grade would be a B-.</p> <p>Here are the instructions given to supervisors for grading:</p> <p>In evaluating your intern, please take into account quality of work, ability to meet deadlines, accuracy, initiative, attitude, punctuality and reliability. Think about your expectations of this intern and how well she/he met them. Think about how her/his performance over the semester compares with that of previous interns you have supervised.</p> <p>(1) Use the following scale to grade your intern and (2) explain why you awarded that grade. Please be specific about strengths and shortcomings of the intern.</p> <p>A+ A A- = entry-level-professional competency. Student has <i>demonstrated</i> that she/he could do this work for a living NOW.</p> <p>B+ B B- = highly competent. Student has <i>demonstrated</i> obvious ability and potential to do this for a living, but falls short in an important area.</p> <p>C+ C = competent. Student has <i>demonstrated</i> the minimal skills and achievement we expect of a college student at this stage of training. In an entry-level job, she/he would not embarrass herself/himself.</p> <p>C- D D- = deficient. Student has not developed or demonstrated all the basic skills we expect of a college student at this stage of training.</p> <p>F = incompetent. Student has not demonstrated <i>any</i> of the basic skills we expect of a college student at this stage of training.</p>
Format	<p>Assignments and correspondence will be handled via email. I expect you to</p> <ul style="list-style-type: none"> • Provide your workplace supervisor with a copy of the syllabus on your first day. • Follow directions for assignments and meet deadlines. • Unless otherwise instructed, send me materials only in the body of email messages. I will not open attachments. • Contact me immediately if you experience any problems at your placement.

Time sheets	<p>Use the timesheet that is available on my web site. Be sure to clearly show TOTAL hours for the week. Email me an <i>unsigned</i> timesheet each Saturday. Once you have the timesheet <i>signed</i> by your supervisor, send it to me (Dr. Barbara F. Luebke, URI Department of Journalism, 10 Chafee Road, Kingston RI 02881).</p> <p>Timesheets are due by noon on the following dates: May 23, May 30, June 6, June 13, June 20, June 27, July 4, July 11, July 18, July 25, August 1, August 8 and Friday August 14</p>
Supervisor's Evaluation	Your supervisor's written evaluation is due one week after the end of your internship, but no later than 17 August . You must contact me a couple weeks before your internship ends so I can mail the letter to your supervisor.
Your Evaluation	<p>At the conclusion of your internship, you must write a paper evaluating the experience. Your evaluation is due one week after the end of your internship, but no later than 17 August. At the least, you should address the following:</p> <ul style="list-style-type: none"> • How well you believe you met the course goals. Discuss each goal and cite specific examples to support your judgments. • What you wish you had known when you started your internship, and why. • Connections between courses you have taken (not just JOR courses) and your internship experiences. • Advice for students who might be considering an internship at your placement. <p>Feel free to include examples of work you did.</p> <p>Some evaluations are posted to the department web site, so you need to give me both a printed copy and an electronic copy.</p>
Readings & Assignments	<p>Because you are not all starting your internships at the same time, I have identified assignments by weeks. I expect you to stay on top of things and do the reading and turn in assignments at the appropriate time!</p> <p>"Week" refers to a seven-day period. Assignments are due at the end of that, e.g. if you begin your internship on Monday May 18, the first-week assignment is due on the 25th; if you begin your internship on Thursday the 21st, it is due on the 28th.</p>
	First week -- READ: "Making an internship work for you" handouts DO: Write me an email in which you discuss WHY you are doing an internship, WHY you chose to intern where you are and WHAT you expect from your internship.

	<p>Second week -- DO: Write a letter to yourself -- to be opened five years after you graduate -- in which you imagine your professional future, i.e. what will you have done by then? what will your life be like? where will you be going? etc. SUBMIT letter to me for "safekeeping." (sample "voice" of letter: Dear me: Wow, I have been out of URI for five years; how the time has flown. When I was interning at I thought I knew what my career would be: I'd be Boy, was I wrong. . . .)</p>
	<p>Third week -- DO: Write me an email in which you discuss what you like about your internship and what you don't like -- and why -- and what might be done differently. Expect feedback from me via email.</p>
	<p>Fourth week -- READ: "Have a job search plan " handouts. DO: Prepare a list of job-hunting resources that you can use to find your first job after graduation. Draft a job-hunting strategy and timetable for yourself. SUBMIT materials to me. Expect feedback from me via email.</p>
	<p>Fifth week -- READ: "Resumes" handouts DO: Make a list of the relevant experiences, skills and achievements that you think you would use on a resume. Write one sentence about what you are looking for in a first job. Expect feedback from me via email.</p>
	<p>Sixth week -- DO: Draft your resume. SUBMIT resume to me via U.S. mail (Dr. Barbara F. Luebke, URI Department of Journalism, 10 Chafee Road, Kingston RI 02881). I will return critiqued draft to you.</p>
	<p>Seventh week -- READ: "Cover letters" handouts DO: Draft a cover letter for a real job you want to apply for or one you would apply for if you were job hunting. SUBMIT cover letter to me via U.S. mail. I will return critiqued draft to you.</p>
	<p>Eighth week -- READ: "Interviewing" handouts REVIEW: FAQs about being interviewed (see course web site) DO: If you have a concern(s) not addressed in the FAQs, email them to me along with comments / suggestions / tips you have related to any five of the FAQs.</p>
	<p>Ninth week -- READ: "Pay Talk" handouts. WRITE me an email responding to the information in the handouts.</p>
	<p>Tenth week -- SUBMIT Final resume and cover letter to me via U.S. mail (use address above).</p>
	<p>Additional weeks -- Continue to submit time sheets until your internship ends, even after you have worked the minimum hours required.</p>