

Fall 2015 – Syllabus
JOUR 498. INTERNSHIP
Thursdays, 3:30PM-6:15PM, LA4-100

Professor: Jennifer Fleming, PhD

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Office Hours: Tuesdays, 2:00PM-4:00PM

J498 ONLY: Thursdays, 2:00PM-4:30PM (selected)

Advising Hours: Tuesdays and Thursdays, 9:30AM-12:00PM

Description:

JOUR 498 internships are focused on the development of journalism and public relations skills. According to the Accrediting Council on Education in Journalism and Mass Communications, these skills include thinking critically, creatively, and independently; researching and evaluating information; writing correctly and clearly in forms and styles appropriate for specific audiences and purposes; acting ethically; and applying current tools and technologies used in mass communications professions. To receive credit, students must show proof that the work they completed during their internships developed some of the aforementioned skills and was performed under the supervision of an experienced professional. Students must have regularly scheduled internship hours, totaling at least 120 hours by the end of the term. Students work at their internship organization site during the same time period in which they are enrolled in JOUR 498. Finally, students must obtain the approval from the course instructor for their internship, ensuring that the site meets the requirements of the department.

Learning Outcomes:

By the end of this course, students will have:

- Gained hands-on experience in the workplace
- Applied and developed journalism and/or public relations skills in professional settings
- Networked with established professionals
- Exchanged information with fellow internship students
- Examined issues of diversity and ethics in mass communications workplaces
- Explored and refined career goals and expectations

Prerequisites:

JOUR 311 with a grade of "C" or better, junior or senior standing.

Methods of Instruction:

The course will blend in person and online instructional methods. Students will share internship experiences and accomplishments as well as address issues affecting them at internship sites. They may also be asked to read and comment on articles that deal with career development.

Internship Site Requirements:

It is the responsibility of a student to secure an internship. All internship sites and site supervisors must be approved by the course instructor. Generally, the department adheres to standards set by the National Association of Colleges and Employers (NACE) to ensure that internship experiences are educational and thus the following criteria must be met for a site to be considered a legitimate internship:

- ✓ The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- ✓ The skills or knowledge learned must be transferable to other employment settings.
- ✓ The experience has a defined beginning and end, and a job description with desired qualifications.
- ✓ There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- ✓ There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- ✓ There is routine feedback by the experienced supervisor.
- ✓ There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

Evaluation Criteria:

This course is offered for Credit/No Credit. Students will receive credit if they complete ALL of the following requirements by the deadlines specified on the course schedule:

Application Form/Internship Approval

It is the responsibility of the student to secure an internship. All internship sites and site supervisors must be approved by the instructor by the fourth week of the term to ensure that the proposed internship experience meets the skills-development and experienced supervisor requirements. Upload the completed application form including requested supplemental materials into the "Application Form" Dropbox on Beachboard on or before the published deadline.

Internship Contract

Once an internship site has been approved by the instructor, it is the responsibility of the student to complete a contract that lists the name and address of the internship site as well as the specific duties to be performed during the internship. The student and the internship site supervisor must both **sign** this form *before* the internship starts, if possible. Scan and upload the **signed** contract into the "Internship Contract" Dropbox on Beachboard on or before the published deadline.

Attend FOUR Group Meetings

Attendance is required on four days this semester: Thursday, August 27 (3:30PM–5:30PM), Thursday, September 24 (3:30PM-5:30PM), Thursday, December 3 (9:30AM – 10:45AM), and Tuesday, December 15 at 2:45PM (the scheduled final examination time). The remainder of the activities will be conducted online.

Meet with the Professor

Students are required to meet with the instructor at least once during the semester. Meetings will take place in the professor's office, LA4-206E. These meetings must take place shortly after the submission of the 60 hour evaluation. All other meetings are at the discretion of the student and/or instructor. Consult the beginning of the syllabus for instructor office hours.

Weekly Diary Entries

Students will maintain an online diary that tracks and describes their internship experiences in weekly discussion forums on BeachBoard. At the top of each entry, make note of the days and number of hours worked during the week specified. Also include a running tally of total internship hours. Outline specific projects and tasks attended to during the week. Highlight achievements and attach or post links to examples of your work. Reflect on issues of diversity and/or ethics experienced in the workplace.

Performance Assessments

Students must obtain two evaluations from their site supervisor: one after roughly 60 hours of work and the second around the 120 hour mark. Site supervisors will be aware of the performance assessments, but it is the student's responsibility to remind them. These assessments will help students discover their strengths and weaknesses. They will also help students gain experience developing mentoring relationships by asking for and receiving feedback from superiors.

Internship Critique

Submit a no more than one-page (single-spaced) critique of your internship site. This document will be kept on file for the review of students who may be considering your site as a possible internship. You need to clearly identify and address numerous items in the critique. They include: the location of the internship (name of organization), the name of supervisor and his/her contact information, a description of your duties, a list of the skills required for the internship, and your personal thoughts about the internship experience as a whole. The critique is due in person during the final class meeting on Tuesday, December 15, 2:45PM - 4:45PM.

Class Policies:Issues of Gender, Class, and Ethnicity

Appreciation of and respect for diversity is necessary to any discussion of professional excellence in communications professions. Whether issues of discrimination, reaching an important target audience or constructing an appropriate message, we will work together to heighten our awareness so we can become more skilled and responsible professionals.

Students with Disabilities

Students with disabilities who need assistance or accommodation to participate in or benefit from university programs should contact the Disabled Student Services Office (Brotman Hall 270) at (562) 985-5401 to establish their eligibility. Students are to provide the instructor verification of their disability and appropriate alternatives from Disabled Student Services.

Absences from Class

Attendance at all classes is required. In case of an emergency, contact me prior to class, if possible. Grades in a course will be adversely affected by absences. Make-ups usually are granted in strict accordance with CSULB policy, which defines excused absences as (1) illness or injury to the student; (2) death, injury or serious illness of an immediate family member or the like; (3) religious reasons; (4) jury duty or government obligation; (5) CSULB-sanctioned or approved activities. These and any other requests for an excused absence must be documented.

Assistance

If students think they might need help with some aspect of the course, they probably do. I strongly encourage students to meet with me to review their progress or if they have questions, needs or concerns. My office hours are listed at the beginning of this syllabus. Students can also reach me via email. Please include "JOUR 498" in the subject line of all e-mails to me (Jennifer.Fleming@csulb.edu) regarding this class.

Class Schedule:

Note that the potential for variable internship start and end dates means that some of your classmates may start or finish their internships before you do. Therefore, it is important for students to discuss start and end dates with their job-site supervisors and update me on their progress through personal communications and weekly diary entries on BeachBoard.

Class Schedule Fall 2015
JOUR 498. Internship
Note: This schedule is subject to change

WEEK 1	Thurs/Aug27	Meeting #1: 3:30PM in LA4-100 Course aims, instructional methods, and assessment guidelines
WEEK 2	Mon/Aug31	Due: WK1 Diary Entry (Introduce yourself, list your class level, describe career goals. If you already have an internship, name the site, why you picked it, list the total hours worked so far and describe what you did the week prior)
WEEK 3	Mon/Sept7	Due: WK2 Diary Entry
WEEK 4	Mon/Sept14 Mon/Sept14	Due: WK3 Diary Entry Due: Application Form (hard deadline—submit earlier if available)
WEEK 5	Mon/Sept21 Thurs/Sept24	Due: WK4 Diary Entry Meeting #2: 3:30PM in LA4-100
WEEK 6	Mon/Sept28 Mon/Sept28	Due: WK5 Diary Entry Due: Contract (this is a hard deadline – submit earlier if available)
WEEK 7	Mon/Oct5	Due: WK6 Diary Entry
WEEK 8	Mon/Oct12	Due: WK7 Diary Entry
WEEK 9	Mon/Oct19	Due: WK8 Diary Entry
WEEK 10	Mon/Oct26 Mon/Oct26	Due: WK9 Diary Entry Due: 60-hour Assessment
WEEK 11	Mon/Nov2	Due: WK10 Diary Entry
WEEK 12	Mon/Nov9	Due: WK11 Diary Entry
WEEK 13	Mon/Nov16 Thurs/Nov19	Due: WK12 Diary Entry Due: Individual meetings with the instructor
FALL BREAK		
WEEK 14	Mon/Nov30 Thurs/Dec3	Due: WK13 Diary Entry Class Meeting # 3 at 3:30PM in LA4-100
WEEK 15	Mon/Dec7	Due: WK14 Diary Entry
FINALS	Tues/Dec15	Class Meeting #4 at 2:45PM in LA4-100