

Journalism 4920 (Journalism Internship)
Spring semester 2008
3 credit hours

Getting on-the-job experience is an essential part of preparing for a career in journalism. A 3-hour internship is required of all journalism majors.

<http://media.cla.auburn.edu/cmjn/ug/journalism/internships.cfm>

Check Department of Communication and Journalism Web page for daily postings of internship opportunities.

Ed Williams

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Office hours:

Monday, 9 a.m. to 10:30 a.m.

Tuesday, 9 a.m. to 10:30 a.m.

Wednesday, 9 a.m. to 10:30 a.m.

Thursday, 9 a.m. to 10:30 a.m.

I have an open-door policy, and you are welcome to call or stop by any time, regardless of whether you have an appointment.

Although you do not need an appointment to see me, making an appointment will ensure that I will be available.

Even though I have posted office hours, I may not be available at all times. If the posted hours are not suitable, please call for a better time.

If I am not available, please leave a message on voice mail at my Haley Center 0337 office (334-844-4579).

You may also attach a note to my 0337 office door.

I will return messages.

e-mail: willik5@auburn.edu

You are expected to have a valid Auburn University e-mail account and to communicate with me from that account rather than personal Internet providers. You are expected to check each day for important class-related e-mail messages from your university account. I will do my best to respond to e-mails (those sent Monday-Friday) within 48 hours.

Overview:

The professional internship is a supervised, closely monitored work experience. Students gain practical work experience in their field of interest to prepare for their careers.

Registration policy:

Students are not permitted to enroll for Jrnl 4920 without an approved internship.

It is the general policy of the journalism program that students not enroll in any classes while completing an internship. Students seeking an exception to this policy must have the approval of the internship program director and the journalism program director.

Withdrawal:

Students may withdraw (with a W on transcript) until midsemester.

Download Journalism Internship Packet:

You may download and print out the Journalism Internship Packet that contains the Internship Contract by going to the Department of Communication and Journalism Web site:

<http://media.cla.auburn.edu/cmjn/ug/journalism/internships.cfm>

After the contract is signed by the employer, by the internship supervisor, by the journalism director and by you, make three copies of the contract. Give the original copy of the contract to the journalism director for enrollment in the class.

Objectives and goals:

The internship is essential in educating students. Journalism internships benefit students and employers. Students gain improved skills, experience and career insights. Editors get energetic workers, a look at possible future employees, and a voice in developing the next generation of journalists.

Prerequisites:

- Jrnl 2910 (Practicum in Journalism)
- Jrnl 2310 (Reporting)
- Jrnl 3220 (Feature Writing)
- Jrnl 3470 (Newspaper Editing and Design)

Grading Scale:

You will receive a letter grade. Final grades are based on the final written evaluation that I receive from your internship employer and on the material that you send me every two weeks (the work-related journal and clips), along with your final two-page report and your portfolio. Failure to submit the final two-page report and portfolio by

the deadline on Tuesday, April 29, at 10 a.m. will result in the assignment of an "Incomplete" in the class.

A: 90-100 B: 80-89 C: 70-79 D: 60-69 F: Below

Reminders:

I look forward to working with you this semester. I want to help you make this a fun, interesting and challenging course.

Here are some reminders to make your internship a successful experience:

1. Your journal and clips are due every other week.

Send them by first-class postage to me, 0326 Haley Center, Department of Communication and Journalism, Auburn University, Ala. 36849

Each journal should have daily, typewritten entries and should detail your work in about seven lines, unless something requires more space. The journal entries should include feedback from your supervisors -- good and bad.

With your journal, please send copies of your work, such as clips and work-in-progress on projects extending over long periods. Don't send originals unless they are expendable.

Your final grade will be penalized significantly if you are not prompt about sending your journal and clips every two weeks.

2. I will confirm by e-mail the receipt of journal entries and clips. I may e-mail, write or telephone you to discuss your work as the semester progresses. If you want to reach me, please call or e-mail. I plan to call your supervisor at about midsemester. We will talk about your work up to that point. I will let you know what I learn.

3. Throughout your internship, I would like to receive comments from you on whether your journalism courses at Auburn prepared you for what you are doing. Be honest about it. If you do not feel that the courses adequately prepared you, provide constructive feedback.

4. Please make certain that your supervisor has a copy of the department's evaluation form about a week before the end of your internship. The evaluation form is part of the Journalism Internship Packet.
<http://media.cla.auburn.edu/cmjn/ug/journalism/internships.cfm>

I should receive the evaluation form no later than Tuesday, April 29 by 10 a.m. (last day of classes). Your supervisor may mail or fax the evaluation to me at 334-844-4573.

5. Your final report: No later than Tuesday, April 29 by 10 a.m. (last day of classes), send me about two double-spaced, typewritten pages on the internship that could be given to a student following in your footsteps.

Here are some of the things you should mention in the final report: the good and bad, fun things and drudgery, your overall thoughts about the experience. Would you recommend this internship to others? Do you think the journalism curriculum prepared you for your internship?

You may mail, fax or e-mail the final report, as long as I receive it by Tuesday, April 29 by 10 a.m. (last day of classes).

6. In the final report, you must answer the following question and explain:

Did you find your experience:

Extremely useful

Useful

Somewhat useful

Not useful

7. Portfolio: In addition to the final report, you are required to submit a portfolio (place in three-ring notebook) for review by a journalism faculty assessment committee. The portfolio, also due no later than Tuesday, April 29 by 10 a.m. (last day of classes), should feature your best internship clips or material that reflects other journalistic skills such as design or photography.

Other clips, from The Auburn Plainsman and class work, should also be included in the portfolio, which will be kept on file in the Department of Communication and Journalism office.

8. A suggestion: After your internship is complete, please write your supervisor a thank you note. Working with interns requires extra time and effort, and almost all supervisors try to ensure a good experience for you.

9. The minimum time that a student must obtain on-the-job training in order to receive course credit is 10 weeks. The on-the job training can run 15 weeks, depending on the agreement between the employer and you.

10. To receive course credit:

The academic work that a student must do -- in addition to the on-the-job training -- to obtain course credit depends on the length of the internship.

Here are the combinations of on-the-job training and academic work that a student must complete to obtain course credit:

-- Ten-week or 11-week internship. Student must also read three books from a book list provided by me and do book

reviews on two of them. I will discuss length of the book reviews with you and set deadlines for them.

-- Twelve-week to 14-week internship. Student must read two books from the book list and do a book review on one of them. I will discuss length of the book reviews with you individually and set deadlines for them.

-- Fifteen-week internship. Student will not have to read any books or do any reviews to obtain three hours' credit, since his or her on-the-job training will last the equivalent of an entire semester.

Plagiarism:

Academic dishonesty is an offense that will be reported to the Academic Dishonesty Committee.

The Auburn University Student Academic Honesty Code has this to say about plagiarism: "Violations ... (include) the submission of themes, essays, term papers, design projects, theses and dissertations, similar requirements or parts thereof that are not the work of the student submitting them. When direct quotations are used, they must be indicated, and when the ideas of another are incorporated into a paper, they must be appropriately acknowledged."

Plagiarism is a violation.

"In starkest terms, plagiarism is stealing -- using the words or ideas of another as if they were one's own. If, for example, another person's complete sentence, syntax, key words, or the specific or unique ideas and information are used, one must give that person credit through proper documentation or recognition, as through the use of footnotes."

Statement of Diversity:

The Department of Communication and Journalism recognizes the importance of both reflecting and teaching diversity. Our policy is intended to be inclusive of all underrepresented and minority groups whatever their race, religion, national origin, gender, age, ability or sexual orientation.

Accommodations for Students with Disabilities:

Students needing accommodations should arrange a meeting the first week of class. Come during office hours or e-mail for an alternate time. Bring the Accommodation Memo and Instructor Verification Form to the meeting. Discuss items needed in this class. If you do not have an Accommodation Memo but need special accommodations, make an appointment with Program for Students with Disabilities, 1244 Haley Center, 844-2096 (V/TT) or e-mail: haynemd@auburn.edu