JOUR 199 at UMD - Fall

JOUR 199 Survey/Apprenticeship - Syllabus – Fall 2014

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Office hours: Tu-Thur, 1-4; W. 9:30-5, or by appointment.

Important note: This is a one-credit pass/fail course that does not count toward your graduation requirements. Registration for this course requires the completion of an internship proposal form and a meeting with the instructor before the end of the add/drop period.

Requirements:
(Note: All documents submitted for grading should be uploaded to the class ELMS site. Exceptions are made for employer evaluations, which may be submitted on paper or by fax.)

- At least 60 hours of service in an approved internship over at least 10 weeks. (Many students work more.)
- One positive job evaluation from a job site supervisor, due no later than Friday, Dec. 5, at noon. Your supervisor may fax or email this --or you may hand deliver it.
- Participation in a class Discussions zone on Elms; see deadlines for specific assignments below.
- Time sheet, due no later than 4 p.m. Friday, Dec. 12 (the last day of classes). Please scan or photograph these and upload to ELMS. You and your supervisor must sign them. Please turn these in sooner if you finish sooner.
- An optional conversation with the instructor during the semester about the progress of your work, and about your career aspirations.
- Students are also STRONGLY ENCOURAGED to attend a panel discussion with media recruiter at the Merrill College Career Fair on Oct. 20.

Grading:
To receive a satisfactory grade in this course, students must complete and document the required number of internship hours (see above), receive a satisfactory job evaluation from the supervisor(s), satisfactorily complete all class blog posts, and show up on time and be prepared for the teacher conference.

Recording Your Hours:
Arrange your schedule -- including your start and end date -- with your employer before you begin the internship. Most internships require one to two free weekdays each week. Work must occur on the job site or on assignment. Work performed at home will not count toward hours of service. Students may begin recording their hours on the first day of the semester. All hours must be completed by the last day of classes for the semester. Time sheets will be available on our class site and will be given to you at the registration meeting. Scan or photograph the completed time sheet and upload by the due date. Be sure to total the hours and have your supervisor sign the form.

Evaluations by Job Site Supervisors:
You will be given an evaluation form to give to your supervisor, and the forms will be available on the class ELMS site. Supervisors are instructed to review the evaluations with students. Please take these comments seriously; the results of the evaluations are factored into students' grades. See Professional
Demeanor below for additional information on performance and behavior on the job. You may upload the form to ELMS by scanning it or photographing it, or your supervisor may turn it in on paper via email, fax or U.S. mail.

Participation in Class Discussions:

The Discussion area on Elms will serve as our virtual class. Students will be required to post responses to the topics listed below. Deadlines are all Thursdays and are listed below. Students should also read each other’s responses and are encouraged to respond to one another.

These topics are to be addressed in your entries. Posts should average about 500 words, and should include quotes and attribution (woven into the paragraphs, not as end notes) as needed:

- Introduce us to your employer: Provide a description of the organization, including the type of medium and who owns it. (Is this a weekly newspaper, a Web site or a network affiliate, for instance?) Give the circulation, market size or unique visitors, and discuss the target audience. In a paragraph or two, tell us the history and mission of this company. Also: How did you get this internship and what is your expected role there? Deadline: noon, Thursday, Oct. 16.

- What is a day like in your office? How do the deadlines work? Describe the process of putting out the publication or getting the show on the air or content onto digital platforms. (In other words, how does the newsroom function?) Deadline: noon, Thursday, Nov. 6.

- Describe the personnel and the management: How many employees work there and who reports to whom? Is the office diverse (in terms of race/gender/age of employees)? Give specifics when possible. You will likely need to get these facts from your employer. If your supervisor declines to give numbers, ask about recruitment policies. How does the company work to attract a diverse workforce? Deadline: noon, Thursday, Nov. 20.

- Describe the skills you’ve gained -- journalism skills as well as real-world skills, such as building relationships with supervisors, interacting with co-workers and managing work and school responsibilities. What have you learned about the culture of the workplace and how professionals interact on the job? What has surprised you? Did you have a mentor? Based on your experiences this semester, what advice would you offer your replacement? Please include some links to published work, if possible. Deadline: noon, Thursday, Dec. 4.

You will rely on your own observations for your entries, but some answers will require research. You may interview and quote co-workers and supervisors, read histories posted on a company Web site or another reliable source. However, your work should be your own. It must be clear to the reader where you got the information you cite. That means using attribution, just as you would in a news story.

Credibility and integrity are hallmarks of what we do as journalists, so you must be stringent about crediting your sources. Not doing so leaves you open to charges of plagiarism. If you are uncertain about plagiarism, the university's library system offers an excellent explanation.

A note about blogging: Blogs by their nature are more casual than academic papers and printed news columns. You may write in the first person but must also remember your journalism training. All your entries should be written professionally, in complete sentences, using AP style for print and should address the topics raised. Write with the same care you would an assignment to be handed in. Remember, this is about quality, not quantity, so avoid repetition and muddled writing.
Do not cite your facts with footnotes. The attribution should be in the body of the text, just as it would in a news story. Do not repeat the topic question at the top of your entry. It shouldn't be necessary. Also, proofread carefully before posting.

This Discussion will be read by others in the class, and I may ask to make portions of what you write public later on, so be honest in your assessments but take great care with facts. Do not unfairly criticize your employer or co-workers or publish unsubstantiated information. A good rule of thumb is to assume nothing is private on the Internet. Never post anything on the Internet that could hurt you professionally and never post anything you couldn't say to your employer.

**Conversation with internship coordinator:**
You have the option of requesting a meeting with me to go over the progress of your internship as well as your blog entries. It is also a good opportunity to discuss future internships, so you are encouraged to bring your resume with you. Punctuality is crucial in the professional world. To cancel or reschedule an appointment, email and/or call me ahead of time. I will do my best to accommodate you.

**Academic Integrity:**
Along with certain rights, students also have the responsibility to behave honorably in an academic environment. Academic dishonesty, including cheating, fabrication, facilitating academic dishonesty and plagiarism, will not be tolerated. Any abridgment of academic integrity standards will be referred directly to the dean and the university's Office of Judicial Affairs. Confirmation of such incidents can result in expulsion from the university. All students will be required to sign an academic integrity pledge at the beginning of the semester that will cover all assignments in the course.

**Professional Demeanor:**
By enrolling in this class, you are entering the professional world of journalism and serving as emissaries of the college and the university. As such, you are expected to act with maturity and professionalism. Failing to meet professional standards in appearance, performance and attitude may cost you the job and result in an F in this course. **Unacceptable behavior on the job includes disrespectful or improper communication with co-workers, an uncooperative attitude, failure to perform required tasks and failure to report to work on time or to notify your boss of upcoming time that you will need off.** Please note that employers make the decisions to hire and fire students, not the college. But an apprentice who is terminated before completing the 60 hours required will not pass JOUR 199.

**Confidentiality Agreements:**
Journalism is a competitive industry, and some employers have strict policies regarding the release of proprietary or competitive information. It is not unusual for employers to require students to sign confidentiality agreements. All students in JOUR 199 must take care not to release sensitive information on the class blog or in communication with other interns. Examples of proprietary information may include news stories that have not yet been published or aired, details of new products or projects and internal company policies or staffing changes. If you are not sure what is considered proprietary at your workplace, be sure to ask your supervisor.

**Equal Opportunity:**
The University is an equal opportunity institution with respect to education and employment. The university's policies, programs and activities are in compliance with pertinent federal and state laws and regulations on nondiscrimination regarding race, color, religion, age, national original, sex, sexual orientation and handicap. On your internship site, if you perceive any problems related to the above or if you believe you have been the target for sexual or other forms of harassment, contact me or Associate Dean Olive Reid in 1100 Knight Hall.
I want this to be a valuable learning experience for you. If you or your site supervisor has any questions, call me at 301-405-7247, or call the Student Services Office, at 301-405-2399. The Student Services Office is open Monday through Friday, 8:30 a.m. to 4:30 p.m.

How can we help you?

The Merrill College employs a full-time faculty member to assist its students with internships and career development. While this is not a placement service, the office provides resources for Merrill students to discover leads for internships and jobs. For more information, or to make an appointment, contact:

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