JOUR 199 - Summer I

JOUR 199 Survey Apprenticeship

Summer I 2014

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Important note: This is a one-credit success/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 for this course:

- A MINIMUM of 60 hours of service in an approved internship spread over the six weeks during Summer Session I, June 2-July 11
- A positive job evaluation from your job site supervisor, due no later than noon on Friday, July 11.
- Satisfactory participation in a class blog. See specifics below for your four required entries. Each is due on a Thursday at noon – June 12, 16, 26 and July 3.
- Final employer-signed time sheet, due no later than noon on Friday, July 11.
- A conference with the instructor, in person or by phone, no later than July 3. Conferences are arranged by appointment early in the summer session using a Doodle poll.

Grading:
Students must complete and document the required number of internship hours; respond satisfactorily to the questions listed below in the class discussion board on Elms; interact with other students on the class discussion board on Elms; receive a satisfactory job evaluation from their supervisors; and participate in an instructor conference to pass this course. Students should read and comment on others' posts on Elms, to learn about opportunities for jobs and internships at other news organizations.

Recording Your Hours:
Arrange your schedule -- including your start and end date -- with your employer before you begin the internship. Work must occur on the job site or on assignment. Work performed at home will not count toward hours of service. Students should begin recording their hours no earlier than the first day of Summer Session I. All 60 hours must be completed by the last day of Summer Session I (July 11). The blank time sheet will be available on the class Elms site in the Files folder. Students are responsible for hand delivering, emailing or faxing the time sheet back to the instructor by noon on Friday, July 11. Be sure to
total the hours, sign the form and and have your supervisor sign the form. You must have a minimum of 60 hours of service over six weeks to earn credit for this class.

Evaluation by Job Site Supervisor:

A sheet to evaluate your work on the job will be attached to the course Files folder on the Elms site. You are asked to print it out and hand it to your supervisor during the first week of your internship; the instructor will also email it directly to supervisors early in the semester. Supervisors are instructed to fill it in and review the evaluations with students before the end of the internship. Please take these comments seriously; the results of the evaluations are factored into students’ grades. In addition, students who do poorly at their internships lose a valuable chance for a professional job reference. See “Professional Demeanor” below for additional information on performance and behavior on the job. Supervisors are asked to fax or email the completed form back to the college by noon July 5. Students are NOT responsible for returning these forms to campus, but are encouraged to remind their supervisors about the deadline.

Participation in Class Blog:

The blog/discussion area on Elms will serve as a virtual classroom. Students will be required to check it regularly and post responses to topics raised by the instructor. Students should also read each other’s responses and are encouraged to respond to one another in the comments area of individual posts. The site will be created in the Elms Discussion area and will not available to the public.

These topics are to be addressed in your blog/discussion entries. Each entry should be no longer than 500 words; please include attribution to sources (people or paper) within your paragraphs as needed, and feel free to use direct quotes (in quotation marks) as appropriate. Please follow AP style for print throughout, and adhere to rules of spelling, punctuation and grammar:

- 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, June 12.**

- 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?) What about your job have you enjoyed the most so far? **Deadline: noon, Thursday, June 19.**

- 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/strategies. How does the company work to attract a diverse workforce? **Deadline: noon, Thursday, June 26.**
• Describe the skills you've gained -- journalism skills as well as other 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, July 3.

You will rely on your own observations for your entries, but responding to at least two of these questions will require research. You may interview and quote co-workers and supervisors, read histories posted on a company's 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 what plagiarism is, the university's library system offers an excellent explanation.

Do not cite your entries in footnote style. The attribution should be in the body of the text, just like a news story.

A note about blogging: Blogs by their nature are more casual than academic papers and printed news columns. I encourage you to write in first person when appropriate but to also remember your journalism training. All your entries should be written professionally, in complete sentences, using AP style and addressing 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.

This blog will be read by others in the class, 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 wouldn't say to your employer.

Conference with internship coordinator:

Plan to talk with me - by phone or in-person - by Thursday, July 3. I will circulate a Doodle survey with available times blocked in; please choose a time for your conference and put your full name in that block to reserve the time. Do not put your name in a time block already chosen by another student. We can talk by telephone if you are not in the region. Do not wait until the last day to schedule your conference; you will likely find I am already booked. This conference time should be used to air positives and negatives about your experience, and to get advice on the job hunt. I'm also happy to review your resume during the meeting. If we're meeting by phone, please email it to me at least a day ahead of time.
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 to the dean or associate dean and the university's Office of Judicial Affairs. Confirmation of such incidents can result in expulsion or suspension 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. Please note that employers make the decisions to hire and fire students, not the college. An intern who is terminated before completing the hours requirement 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 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 origin, sex, sexual orientation and handicap. On your job 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, please contact me or Associate Dean Olive Reid in 1100 Knight Hall.

Important contacts:
The University of Maryland's Human Relations code: www.president.umd.edu/policies/vi100b.html
University Office of Rights and Responsibilities -301-314-8204
Sexual harassment: University Title IX coordinator: 301-405-2839, TitleIXCoordinator@umd.edu.
I want this to be a valuable learning experience for you. If you or your site supervisor has any questions, call me directly at 301-405-7247, or leave a message with the Student Services Office, 301-405-2399. Messages can be left with the Student Services Office Monday through Friday, 8:30 a.m. to 4:30 p.m.