Important note: This is a one-credit Satisfactory/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 Jan. 2, 2013, at 4 p.m. (The university’s drop/add deadline is Jan. 6 and you must have your instructor’s approval to register).

Requirements for this course:

- **60 hours of service** in an approved apprenticeship extended over 3 weeks, between Jan. 2 and 22, 2014.
- A positive job evaluation from your job site supervisor, due by Friday, Jan. 17, at 4 p.m.
- Participation in a Class Discussions Zone on ELMS, which will be attached to the class site. Deadlines: Jan. 8, 15, 22 at noon. See more below.
- One time sheet, due by Tuesday, Jan. 22, at 4 p.m. It is the student's responsibility to fax, mail or hand deliver this to the instructor – must be signed by both the intern and his/her supervisor.
- A conversation with the instructor, by phone or in person, during the winter term to discuss the internship. This must be scheduled by appointment in advance.

Grades:
To receive a satisfactory grade in this course, students must complete the required number of hours on the job, receive largely positive job evaluations from their supervisors, participate in the class blog and show up on time for conferences.

Participation in Class Blog:
The blog will serve as our virtual classroom during your internship. Students will be required to check the blog regularly and post responses to the topics below. Students should also read each other’s responses and are encouraged to respond to one another. Deadlines for posts are below:

These topics must be addressed in your blog entries; deadlines for each are below. Entries must be 600 words or fewer:

- Introduce us to your employer: Provide a description of the organization, including the type of medium and who owns it, its history and mission. (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. How many employees work there? How diverse is your office/department in terms of race/gender/age? Please attribute your information. **Deadline: Wednesday, Jan. 8, noon.**
- Describe how you got this job and what a typical day is like. How do the deadlines work? What are the details of how your show or publication gets out to the audience? How is news distributed across platforms (TV, radio or newspaper / Web / mobile / social media). How do
deadlines vary between those platforms? How much does the organization interact with the audience? Please attribute your information. **Deadline: Wednesday, Jan. 15, noon.**

- Reflect on your experience: Did you have a mentor? Did you cultivate relationships with supervisors and co-workers? 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? What advice would you offer your replacement? (Leave links to some of your published work, if possible.) **Deadline, Wednesday, Jan. 22, noon.**

You will rely on your own observations for your blog 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. A definition and link to the university’s code of conduct can be found [here](#).

A note about blogging: Blogs by their nature are more casual than academic papers and printed news columns. Write in the first person and be creative, but also remember your journalism training. All your entries should be written professionally, in complete sentences, using AP style and should address the topics raised. Write with the same care you would a news story with your name on it that the public would read. 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.

**Time Sheet:**
Bring in, mail, email (must contain the words “Time Sheet” and your name in the subject line) or fax the time sheet to me by 4 p.m. Jan. 22. (Copies can be left in the 1st floor office to be put in my mailbox, or slipped under the door of my office at 3105A KN1. They may also be mailed, and postmarked by the deadline, using the following address: Career Center, Merrill College of Journalism, 3105-A Knight Hall-UMD, College Park, MD 20742. Attention: ADRIANNE FLYNN). Be sure to total the hours and have your supervisor sign it. You must have a minimum of 60 hours of service to get credit for this class.

**Conversation with internship coordinator:** Plan to discuss your internship with me for 20-30 minutes during the winter term. A face-to-face meeting is preferred, however phone interviews are acceptable. **ALL CONFERENCES MUST BE SCHEDULED BY APPOINTMENT.** If you’d like to bring your resume to the meeting, so I can mark it up, you may.

**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. If you don’t understand what to wear on your job, ask. If you don’t understand words like “business casual,” or “business clothes,” look at this University Career Center [Pinterest site](http://www.pinterest.com). 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. But an apprentice who is fired before completing 60 hours of service will receive an F in JOUR 199.**

**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.

**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.

Here is a link to the University of Maryland's Human Relations code: [http://www.president.umd.edu/policies/vi100b.html](http://www.president.umd.edu/policies/vi100b.html)
Here is a link to the University of Maryland's policy and procedures regarding sexual harassment:[http://www.president.umd.edu/policies/docs/vi-120a.pdf](http://www.president.umd.edu/policies/docs/vi-120a.pdf)

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. during winter term. I will not be in the office every day during winter term, however I am reachable by email or phone.