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## Syllabus

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#### SOC INTERNSHIP COURSE

#### COMM 392: JOURNALISM

Patty Lamberti

Classroom: Virtual via Zoom (check email)

[plamberti@luc.edu](mailto:plamberti@luc.edu)

Office Hours by Appointment

By phone or Zoom

The School of Communication Journalism Internship course is an engaged learning class during which the vast majority of your time will be spent at an off-site internship.

Your internship may be in person or remote.

The schoolwork component of this class will take place online through Sakai.

#### **YOUR DUTIES AS A STUDENT IN THE INTERNSHIP CLASS**

It is not enough to just “show up” at your internship. Student interns are expected to demonstrate professional growth, an understanding of a chosen profession and critical reflection on ways to improve performance and identify skill sets that may need to be developed.

For the course, you are required to complete weekly reports, submit signed timesheets, complete forms, attend class meetings (online) and write a final report.

It is imperative that you be honest in your weekly reports.

#### **I AM ON YOUR SIDE.**

I do not share your reports with your internship site. I will reply to each report, providing you with advice, assistance and guidance on how to make the most of your internship. But I cannot help you if you aren't honest with me.

#### **THE RESPONSIBILITIES OF YOUR INTERN ORGANIZATION**

Your internship site is expected to provide you with a setting in which you can learn hands-on workplace skills. Your duties may include more and less challenging tasks, but you should be putting your communication skills to work. Your supervisor should make this a learning experience. They should (within reason) teach you and mentor you. You should not merely be completing tasks that the organization doesn't know how to do - or want to do - themselves.

#### **CLASS MEETINGS**

There are two group class meetings with the instructor during the semester.

If you cannot make a group meeting for an excusable reason, please email me ahead of time.

## **INTERNSHIP DATES**

Your internship may start a little before or after Loyola's semester begins and ends.

However, your weekly reports, time sheets and the final paper are due on the dates specified below.

## **GRADES**

**Most of your grade is determined by weekly reports.**

You can't do these assignments "retroactively."

You should spread put your experience over the longest number of weeks so you can have time to learn and grow on the job.

The bottom line is that you must put in 100-120 hours on your internship, spread out evenly over the semester.

## **WEEKLY REPORTS AND TIMESHEETS**

Each weekly report is due by the date on the dates listed below. They need to be filed on Sakai. Please respond to the questions in the large white box.

You will find these questions under the assignments tab in Sakai.

These weekly reports should be approximately **200 words** discussing some key issues regarding your experiences.

Please expand on the questions in any way you see fit. Write clearly and include some specific details and examples to describe your experience and work activities.

**Attach your signed time sheet to every report. You can make a timesheet, use what your internship provides you with, or find a form on the SOC web site under the at the bottom of this page. You can submit the time sheet in any format (PDF, JPG, WORD, etc), as long as I can see the hours you worked and verify the signature of your supervisor.**

Timely delivery of your weekly reports and timesheets is important in your goal to receive an A in this course. Missing or late assignments will result in a lower grade.

## **ILLNESS**

If you are ill, or suspect you are ill, with COVID-19 or any other contagious condition, don't force yourself to go into your workplace. Simply notify them, and me.

If your internship site pushes back in any way about your absence, let me know immediately. I will not necessarily intervene right away, but I will coach you through the situation. If necessary, I will talk to your internship organization myself. But remember, most people have empathy and wouldn't want you to come to work if you are sick.

## **ENGAGED LEARNING COMPONENT**

Since the School of Communication Internship meets your Engaged Learning Requirement, you must enter the details of your internship on LOCUS so the university can meet its federally mandated accounting requirements. Here are instructions on how to enter your organization into Locus if it is not already listed.

## **SEMESTER GRADE COMPONENTS**

Completing Engaged Learning Component form on LOCUS: 10 points (link here: <https://www.luc.edu/celts/resources/forstudents/documentingengagedlearninginlocus/>)

Weekly reports: Reports, each worth 5 points, for a total of 35 points

Time sheets: 5 points

Final Report: 25 points.

Performance on Internship as Assessed by Your Supervisor: 25 points

## **WEEKLY REPORT AND TIMESHEET SCHEDULE**

Reports and timesheets are due on Saturdays.

Write your responses in the large white box.

*Attach your timesheets to the submissions.* Timesheets should cover the time since the last report.

### **Week 1 - Aug 28-Sept 4**

Begin internship

### **Week 2: June 12-17**

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## **Syllabus**

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### **Week 1 - Aug 28-Sept 4**

Begin/Register for class

**Week 2: Sept 5-10**

Begin internship

Fill out Engaged learning form on

Locus: <https://www.luc.edu/celts/resources/forstudents/documentingengagedlearninginlocus/>

- Listen to: Crush your internship podcast <https://www.stitcher.com/show/crush-your-internship/episode/028-ken-bain-what-the-best-college-students-do-42935702>

**Week 3: Sept 11-17**

**First virtual meeting on Zoom via 7**

**Week 4: Sept 18 -24**

Report 1 and timesheet due by 11:55 p.m Sunday

**Week 5: Sept 25 - Oct 1**

Report #2 due Sunday at 11:55 pm and timesheet

**Week 6: October 2-8**

Report and timesheet 3 due at 11:55 pm Wednesday (October 12 due to fall break)

**Week 7: Oct 11-15**

Fall break nothing due

**Week 8: Oct 16-22**

**Report and timesheet 4 due at 11:55 pm Sunday**

**Week 9: Oct 23-29**

**Report and timesheet 5 due at 11:55 pm Sunday**

**Week 10: Oct 30-Nov 5**

**Report and timesheet 6 due at 11:55 pm Sunday**

**Week 11: Nov 13-19**

**Report and timesheet 7 due at 11:55 pm Sunday**

**Week 12: Nov 20 -26**

**Nothing due holiday**

**Week 13: 27-Dec 3****Week 14-15****Work on Final Paper**

*Final paper due at start of final time*

**Directions:**

This is the equivalent of your final exam. This paper integrates your course work, your internship experience, and your goals for professional development. Try to put your internship into perspective and show your level of responsibility and initiative for learning. The major emphasis should be and Part I. Consider Part II as a brief individual assessment. This paper should be no more than 1,000 words long. Due via Sakai

**Part I – Research Question**

In your application for the internship course, you agreed to ask everyone who works at your internship site a research question.

The question should have been along the lines of: “I want to learn every aspect of what it’s like to work at \_\_\_\_\_” or “What advice do you have for college graduates?”

During your internship, ask this question to everyone at your work site. In the final paper, include some of the answers you received, explaining who gave you the answer and how you think the answer may apply to your future career.

Tell me about specific moments during your internship when you saw answers to this question play out. You may find that the answers you received to this question are accurate – or not realistic. The proof must be based on personal experiences and activities during the internship. Both theoretical and practical topics can be explored. Your answer should reflect your new knowledge and understanding.

**Part II - Individual Assessment****Preparation**

How did your courses and class work prepare you for your internship? Describe specific topics, theories, and ideas that were useful.

**Knowledge and Skills**

What were the most important things that you learned during this internship? Relate your learning to specific activities and experiences in your internship.

**Integration**

How does the internship fit into your future career or graduate study? Write about the value of the internship experience in relation to your professional development. How will you apply the things you have learned?

**Evaluation of yourself**

**How would you evaluate your overall performance in the internship? Support your answer with specific examples related to the intern evaluation form.**

**Evaluation of the organization**

**How would you evaluate your internship organization? Were you taught things you didn't know before? Were you mentored? Should we send students to this organization in the future?**