

**COMM 392**  
**JOURNALISM INTERNSHIP**  
**Spring 2015**

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**Instructor Office Hours**  
**Monday, Wednesday, Friday: 10 a.m. to 4 p.m.**  
**Tuesday, Thursday: 10 a.m. to Noon**

**There are three individual 30 minute meetings in my office:**

**Meeting One: Please schedule with instructor.**

A one-on-one get-to-know you meeting where you tell me all about your internship.

**Meeting Two: Please schedule with instructor.**

A one-on-one midterm meeting in my office to see how you're doing.

**Meeting Three: Please schedule meeting with instructor.**

A wrap-up meeting where you reflect on your internship, your duties, show some of your work and discuss whether you felt it was worthwhile.

**ENGAGED LEARNING COMPONENT**

Since the Journalism 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. Please review the following document to register your internship:

[https://locus.luc.edu/pa91prd/locus\\_help/Entering\\_Experiential\\_Learning\\_Information\\_in\\_LOCUS.pdf](https://locus.luc.edu/pa91prd/locus_help/Entering_Experiential_Learning_Information_in_LOCUS.pdf)

**TWO-WEEK REPORT AND TIMESHEET SCHEDULE**

Each report is due by 5 p.m. on the date below. These reports should be approximately 300 words discussing some key questions 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. Number and date each report. **You will file these reports through Sakai.**

**Also due every two weeks are your timesheets.** Timesheet forms are in your Journalism Internship Packet. They must be signed by your supervisor. **Scan the document and upload to Sakai.**

Timely delivery of your two-week 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. One point deduction for each day a report is late.

## **Grading Criteria:**

**Completing Engage Learning File on LOCUS:** 5 points.

**Two-week reports:** Seven reports, each worth 5 points for a total of 35 points.

**Timesheets:** Five timesheets worth 1 point each, for a total of 5 points.

**Final Report:** worth 20 points.

**Performance on Internship as Assessed by Your Supervisor:** 20 points.

**Attendance and participation at our three meetings:** 15 points.

**Total:** 100 points

## **Grade Scale:**

A: 100-94

A-: 93-90

B+: 89-88

B: 87-83

B-: 82-80

C+ 79-78

C: 77-73

C-: 72-70

D+: 69-68

D: 67-63

D-: 62-60

F: 59-0

## **Two Week Report Schedule**

### **Report #1 Due Friday, 1/30**

What were your specific activities and responsibilities during this two-week period?

How does this activity help to reach overall learning goals for the internship?

How would you assess your learning and performance during these two weeks?

### **Report #2 Due Friday, 2/13**

What were your specific activities and responsibilities during this two-week period?

Are your duties changing? What can you do now that you couldn't do before you started the internships?

What is easiest about the internship? What is most difficult?

### **Report #3 Due Friday 2/27**

What were your specific activities and responsibilities during this two-week period?

What have you not done in your internship that you want to do?

What is your most important learning so far?

**Report #4 Due Friday, 3/13**

What were your specific activities and responsibilities during this two-week period?

Assess your current progress on each of your learning goals.

What have you done to begin answering your learning question?

**Report #5 Due Friday, 3/27**

What were your specific activities and responsibilities during this two-week period?

In what ways has your supervisor contributed to your learning goals? Use specific examples.

How has your personal communication style changed since you began your current internship?

**Report #6 Due Friday, 4/10**

What were your specific activities and responsibilities during this two-week period?

Which of your learning goals do you think you have been most useful in guiding your internship?

Are you meeting or working with different people in the organization to help you gain a broader understanding of the organization?

**Report #7 Due Friday, 4/24**

What were your specific activities and responsibilities during this two-week period?

What is your perspective toward a career in the area of your current internship?

What specific skills have you developed during this internship that you did not have before?

**FINAL PAPER**  
**Due Friday, May 1**

**Upload to Sakai.** 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.

**Part I – Learning Question**

The Learning Question should be something like this: **“I would like to know all aspects of what it’s like to work in this organization.”** If you’re in a TV studio, you should get to know the reporters, anchors, camera people, control room operators, producers, etc. In a newspaper, you should get to know the reporters, photographers, editors, copy editors, artists, etc. In other words, rather than sitting in a cubicle, you need to get a feel for what it’s like to work in your organization from all perspectives. Ask to shadow people to learn about their jobs.

The Learning Question should be answered in detail with specific examples. Information should include personal experiences and activities during the internship. Your answer should reflect your new knowledge and understanding of the internship.

**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**

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