

# Professional Journalism Internship

*61-427-001C*

8:30-9:30 a.m. Thursdays

Fall Semester 2006

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By appointment

## **COURSE DESCRIPTION**

This course, including the related hands-on work experience associated with it, is designed to provide journalism students with first-hand knowledge of what it means to be a media professional. The insights you gain should prove useful in all fields of communications, including newspapers, magazines, the Internet, advertising, public relations and broadcasting.

## **COURSE OBJECTIVES:**

A key goal of this class is to provide student interns with a quality job experience under the supervision of a professional journalist. This course also gives students an opportunity to reflect on their experiences on the job and to share those experiences, whether good or just so-so, with other interns and with students who are considering an internship. It will help students to understand the often-complex nature of the workplace, and of the diversity of people and job opportunities in the news media. Another purpose of this course is to help students move more smoothly from a university setting to a job in the profession.

## **COURSE METHODS:**

This course will be more beneficial to everyone if all of the students participate and share their experiences with others. That is how everyone will learn. Classes will feature discussions, debates and analyses of issues related to the internship experiences. A clearer understanding of the profession can be achieved through thoughtful reflection and collaborative assessments.

## **STUDENT RESPONSIBILITIES:**

The expectations of students follow:

- Attend all class sessions.
- Be prepared to contribute in every class on the designated topics.
- Make sure your internship files are complete, and include the appropriate forms and an evaluation of your work by your supervisor.
- Prepare an updated resume.
- Assemble a portfolio of work done during the internship, and include any other material that could be presented during a job interview.
- Share your experiences with and describe the internship program to students in other journalism department classes.
- Complete a group project in which the class members will create a newsletter that will be used to help other students in the department to better understand the internship class and the value of the internship experience.
- Meet individually with the instructor for an assessment of the internship experience. This will include submitting work samples produced as an intern at least one week before the scheduled individual meeting.
- Submit to the instructor the following assigned written reports:
  - 1.) A three-page summary of the work performed during the internship;
  - 2.) A two-page evaluation assessment of the quality of the internship experience and what could be done to make the internship more worthwhile; and
  - 3.) A one-page description of the internship that will be used to provide information to future student interns; and
- Submit to Career Services a resume and cover letter for review.

•In addition, each student must attend an Interviewing Workshop, put on by Career Services, prior to the Mock Interviews on Oct. 12. Sign up in advance by going to <http://www.uwosh.edu/career/>. (Go to TitanJOBS, then to “Student Login” and then to “Career Events.” Click on the workshop you choose and then click “RSVP to Event.” You need to be registered in TitanJOBS before you can register for a workshop.)

Interviewing workshops are scheduled for the following dates:

- Thursday, Sept. 14 — 3-4 p.m., Reeve 213.
  - Monday, Sept. 18 — 3-4 p.m., Reeve 213
  - Tuesday, Oct. 3 — 3:30-4:30 p.m., Reeve 213.
  - Wednesday, Oct. 11 — 3-4 p.m., Reeve 213.
- Students are also expected to attend the Mock Interviews from 3-5:30 p.m. Oct. 12.

## **LIBERAL ARTS EMPHASIS**

Professional Journalism Internship is offered through the UW Oshkosh College of Letters and Sciences, the liberal arts college of our campus. A liberal arts education transcends preparation for specific careers, providing general knowledge and allowing students to develop intellectual capacities and critical thinking skills.

## **ACADEMIC HONESTY POLICY**

UW Oshkosh is committed to a standard of academic integrity for all students. The system guidelines state: “Students are responsible for the honest completion and representation of their work ... and for respect of others’ academic endeavors” (s. UWS 14.01, Wis. Adm. Code). Students are subject to disciplinary action for academic misconduct, which could include oral or written reprimand to suspension or expulsion from the university.

### **GRADING**

Grading is on a pass/fail basis. The grade will take into consideration the evaluation by the employer. Also considered will be work samples submitted to the instructor, the various assigned reports, the group newsletter project, and an exit interview with the instructor.

### **COURSE CALENDAR**

- Sept. 7**
- Introduction
  - Deliver a short oral presentation to the class on the work performed as an intern.
  - Submit evaluation of your work from supervisor, if not already done.
  - Discussion of group project to create a newsletter, to be made available to other journalism students, explaining the internship program and experience.
- Sept. 14**
- Submit report on summary of work performed during the internship.
  - Submit report evaluating and assessing the quality of the work.
  - Discussion on how a new employee can enhance a diverse work environment.
  - Portfolio creation, including Folio 21
  - Preparation for class presentations
- Sept. 21**
- Speaker Tera Williams of Career Services: Resumes, cover letters & References (Bring your latest resume to class), and TitanJOBS.
  - One-page report on description of internship due
- Sept. 28**
- Updated resume and cover letter due
  - Speaker Tera Williams of Career Services: Employment prospects, EmployON, Reference USA, etc., as well as introduction to Folio 21. (Career Services also has more in-depth sessions available on Folio 21. Sessions are scheduled for Sept. 14 from 4-5 p.m. and Sept. 20 from 3-4 p.m. Register for those on the Career Services Web site.)
  - Show portfolio and materials.
  - Schedule individual meeting with instructor.
- Oct. 12**
- Mock interviews, Gruenhagen Conference Center, 3-5:30 p.m.
- Oct. 26**
- Report on progress on the newsletter

**Nov. 9**

•Newsletter due to instructor to be put on the Department Web site.