

Syllabus 96-300 & 96-400 Professional Internship Instructor:

Kevin Backstrom

Instructor: Kevin Backstrom, 424-7049 backstro@uwosh.edu, ACS 138(Office) M, W, -2:00 - 3:00pm and Tuesdays-Thursday - 1:00 - 2:00pm
(Other meeting times can be arranged.)

Course Description

Supervised Professional field experience in a media related position

Prerequisites

2.5 GP A, Junior or Senior credit status, consent of instructor

Course Objectives

Participation in professional industry practices. Apply communication theory, aesthetics, ethics and techniques learned in your R-TV-F classes. To be exposed to professional expectations relating to personal discipline, working in a collaborative environment, and taking personal responsibility.

Methods of Learning

Practical work experience, exposure to professional media projects and people, and advice from instructor.

Credit Availability

You can earn a total of 6 credits of internship in Radio-TV-Film, 3 in 96-300 and 3 in 96400. Internships can be taken as a 1, 2, or 3 credit experience. You can take six internships for 1 credit, 3 internships for 2 credits, 2 internships for 3 credits, or any other combination to reach 6. You must work 70 hours for each credit earned (140 for 2 credits and 210 for 3).

Internship Availability

Students should begin searching 2 to 3 months or more for an internship location. At times Radio-TV -Film will post internships when they have been notified about opportunities. The student should not depend on this approach. Students are encouraged to make personal contact with media outlets on their own. Steps you might want to consider are: 1. What city do you want to work in? 2. What medium do you want to work in (Radio, TV, Film, Advertising, Corporate)? 3. What department do you want to work in (News, Production, Sales, PR, Programming, Engineering)?

Internship Location" Restrictions

You can take up to 3 credits at the same location or you can take 6 credits at the same location, if you do the second 3 credits in another department. Students must be under the supervision of someone who knows more about the media than they do. This avoids the situation where companies try to use students' skills to produce media materials when they should be hiring experienced people to create them. In this case, the company should hire the student and the student cannot receive credit (getting hired looks better on the

resume than interning, anyway). You can receive pay for a legitimate internship, as well as credit. In fact, we encourage it. but the vast majority of internships are unpaid. If you should get fired, because you are being paid, it might mean you fail the course. Many internship locations require that you be registered for credit because of liability issues. It is not a requirement of ours. In fact, freshman and sophomores can take internships for no credit.

Course Requirements

1. Submit an Ingoing Report, as soon as possible. 2. Keep a daily log book with date, # of hours worked, what duties were performed. Submit during finals week. 3. Mid-Term Report explaining what you know about the company, how it's organized, and your insight about the viability of the company in the future. Submit in 7th week or at mid-term (up to 2 pages). 4. Final Report that describes your experience, what you learned, what you wanted to learn but didn't, good experiences and bad ones. Submit during finals week (up to 2 pages). 5. Obtain a Supervisor Evaluation form by mid-term from the office. Have your supervisor fill it out and make sure it is returned by Wednesday of finals week.

Instructor Contact

Students are encouraged to contact the instructor at mid-term to discuss the experience and to make contact during [mals week to make sure everything is submitted. Students are also encouraged to stop by and talk about their experience at any time, especially if things aren't going well.

Why you should have an internship

1. Looks good on your resume.
2. Provides practical professional experience outside the educational institution:
3. Provides contacts that might be useful to your future employment.
4. Helps you to decide what area of the media is for you.
5. May lead to a job offer.

Your Commitment

Keep in mind that you're representing the University of Wisconsin-Oshkosh and the Radio- TV -Film major. Tardiness, unprofessional attitudes, lack of the capability to work with others, and lack of ambition will reflect poorly on you and your university. Be sure to ask the people around you to help you. Don't act like you know it all. One of the biggest mistakes is to report for your internship and to sit around waiting for someone to tell you what to do. You have to ask and be enthused. Do whatever they tell you to do, even if you think it's menial. They may be testing willingness to cooperate.

Registration for 3 Week Interims

The instructor is willing to allow students to register for Interims and continue the internship experience beyond the 3 week period. The instructor will assign an "incomplete" and the student will have to do a change of grade upon completion.

Ingoing Report/Contract Radio-TV-Film Major 96-300 & 400 Professional Internship

Keep one copy of this form for yourself, one for your supervisor, and return one as soon as possible to the instructor.

Name of Internship Company

Name & Title of Supervision

Company Address

Company Phone Number

Supervisor's Email

Number of credits _____ No. of hours anticipated

Time Frame: Start Date _____ End date

Department Assigned to _____

Duties expected to perform

Student's Phone No. _____ Student's email
