



## **MPJO-860-01: JOURNALISM INTERNSHIP**

### **GEORGETOWN UNIVERSITY: MPS JOURNALISM**

Spring 2015

**Instructor: Amy L. Kovac-Ashley**

Office hours are by appointment.

### **COURSE OVERVIEW**

This one-credit course is designed to give credit for students doing an internship with a media organization that requires them to receive credit. Particularly in the fall and spring, many newsrooms and other journalism organizations do not provide paid internships and require that interns receive credit to work for them. The internships should be substantive and have the goal of providing clips or other professional work for students to use when looking for jobs.

This course is also meant as a way to help support students who are doing internships. Students are expected to check in every week with the instructor about their experience so that the instructor can give guidance for the internship and for working within a professional journalism organization.

Students must ask for permission to take this course. The query email to the instructor should include the following:

- Name of outlet and internship supervisor
- Contact information (email and phone number) for supervisor
- List of internship duties
- Hours expected to work each week
- Proposed start and end dates

If needed, program administrators can generate a letter to send to the outlet to confirm that the student is receiving credit.

### **COURSE OBJECTIVES**

During this course, students should:

- Perform duties assigned to them by their internship supervisor, the majority of which should be editorially focused
- Learn how their chosen outlet operates, both on a day-to-day basis as well as how the outlets positions itself in the market
- Make career contacts both within their departments and outside of their departments
- Discern whether they would like to pursue a full-time opportunity with this outlet

### **REQUIRED READING**



There is no required reading.

## ATTENDANCE

You are expected to complete at least 150 hours of work for your designated media outlet over the course of the 15-week semester. That translates to an average of 10 hours per week. You must plan your work schedule with your internship supervisor and notify them of any days/times you will not be able to work because of class obligations. Part of the grade your internship supervisor gives you will be based on your attendance and reliability.

## ASSIGNMENTS

Beyond the work required by your internship supervisor, you will need to file weekly reflections and a final reflection at the end of the semester to your instructor.

**Weekly reflections:** As part of the internship class, students are required to email a weekly reflection essay (350 to 400 words in length) to the instructor by **9 a.m. Monday** each week of the semester. As with all journalism courses, this deadline will be firmly enforced. Repeated late or missed work will affect your grade.

The essay should focus on what students learned that week, how it is related to their coursework and give the high points and low points from the week. A laundry list of tasks completed is not what we're looking for. Additionally, students should alert the instructor if they experience any problems or have any questions about working with their supervisors or others within the organization. If students publish anything in a particular week, they should send a link to their work with their reflection.

The first weekly reflection essay is due the Monday after a student's start date at the internship. The last weekly reflection essay is due 9 a.m. on April 20. During the week of Monday holidays (Labor Day and Columbus Day), the reflections are due at 9 a.m. on Tuesdays.

**Final reflection:** At the end of the semester, students are required to write a final essay (1,000 words) about the entire time in the internship, which will take stock of the things they learned, what it was like to intern at that outlet and their thoughts about whether they are interested in working there full time (including whether there are any prospects to do that), now that students know what it's like to be "inside."

One other thing we'd like to know - would you recommend this internship to another student? The deadline for this essay is **9 a.m. on April 27**. Again, this deadline will be strictly enforced.

**In-person meeting:** Additionally, students will be expected to schedule a time to meet with the instructor one-on-one around the time of Week 7 of the course. We'll talk about how the internship is going so far and also chat about career interests and opportunities.



## GRADING

Your papers will be graded on content and also the mechanics of writing. Your course grade will be based on the following:

Weekly reflections:	15%
Final reflection:	5%
Evaluation by internship supervisor:	80%

Students are expected to make sure that their supervisors turn in their internship evaluations to the instructor on deadline – **no later than 9 a.m. on April 27**. Failure to do so can affect their grade in the course. The instructor will send the blank form to the supervisors and students no later than April 13 so that they have two weeks to complete the form.

A	100-93	B-	82.99-80
A-	92.99-90	C	79.99-70
B+	89.99-88	F	69.99-0
B	87.99-83		

Graduate course grades include A, A-, B+, B, B-, C and F. **There are no grades of C+, C- or D.** The instructor will provide a warning by mid-semester to any student who appears to be on track for a grade of C or below.

## UNIVERSITY RESOURCES

Georgetown offers a variety of support systems for students that can be accessed on main campus or at the downtown location:

- MPS Writing Resource Program  
202-687-4246  
<http://writingcenter.georgetown.edu/>
- Academic Resource Center  
202-687-8354 | [arc@georgetown.edu](mailto:arc@georgetown.edu)  
<http://ldss.georgetown.edu/>
- Counseling and Psychiatric Services  
202-687-6985  
<http://caps.georgetown.edu/>

## STUDENTS WITH DISABILITIES POLICY

Students with documented disabilities have the right to specific accommodations that do not fundamentally alter the nature of the course. Students with disabilities should contact the Academic Resource Center (202-687-8354; [arc@georgetown.edu](mailto:arc@georgetown.edu);



<http://ldss.georgetown.edu/index.cfm>) before the start of classes to allow time to review the documentation and make recommendations for appropriate accommodations. If accommodations are recommended, you will be given a letter from ARC to share with your professors. You are personally responsible for completing this process officially and in a timely manner. Neither accommodations nor exceptions to policies can be permitted to students who have not completed this process in advance.

### GEORGETOWN HONOR SYSTEM

All students are expected to maintain the highest standards of academic and personal integrity in pursuit of their education at Georgetown. Academic dishonesty in any form is a serious offense, and students found in violation are subject to academic penalties that include, but are not limited to, failure of the course, termination from the program, and revocation of degrees already conferred. All students are held to the Honor Code. The Honor Code pledge follows:

*In the pursuit of the high ideals and rigorous standards of academic life, I commit myself to respect and uphold the Georgetown University Honor System: To be honest in any academic endeavor, and To conduct myself honorably, as a responsible member of the Georgetown community, as we live and work together.*

### PLAGIARISM

Stealing someone else's work is a terminal offense in journalism, and it will wreck your career in academia, too. Students are expected to work with integrity and honesty in all their assignments. The Georgetown University Honor System defines plagiarism as "the act of passing off as one's own the ideas or writings of another." More guidance is available through the Gervase Programs at <http://gervaseprograms.georgetown.edu/honor/system/53377.html>. If you have any doubts about plagiarism, paraphrasing and the need to credit, check out <http://www.plagiarism.org>.

### SYLLABUS MODIFICATION

The instructor reserves the right to update the syllabus during the semester, especially as it pertains to the timing of guest speakers. In those instances, the instructor will provide ample warning of any changes.



## CLASS SCHEDULE

### WEEK 1

Report to work at internship. First weekly reflection is due the following Monday at 9 a.m.

### WEEK 2

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 3

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 4

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 5

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 6

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 7

One-on-one in-person meeting with instructor should happen this week. It will be scheduled earlier in the semester.

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 8

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 9

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 10

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 11

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 12

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

### WEEK 13



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Report to work at internship. Weekly reflection is due the following Monday at 9 a.m.

#### **WEEK 14**

Report to work at internship. Weekly reflection is due the following Monday at 9 a.m. Last weekly reflection is due at 9 a.m. on April 20.

#### **WEEK 15**

Finish work at internship. The final reflection written by the student and the evaluation form from the supervisor are due April 27 at 9 a.m.