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## COMM 4800

# JOURNALISM INTERNSHIP

Department of Communication  
Anderson University  
Anderson, Ind.

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### COURSE DESCRIPTION

The 2010-12 AU catalog contains this course description for the Communication Arts internship:

“Opportunity for advanced work off campus in the area of specialization at a radio or TV station, production or film-related company, newspaper, magazine, public relations agency, or other relevant environment.”

Students who have journalism as their area of specialization must do an internship in a journalism or publishing context. Instructor consent and upper-division standing are required.

### ACADEMIC CREDIT

Students may elect to earn one to four hours of academic credit in COMM 4800. Each hour of credit requires 48 hours of on-the-job work directly related to the internship assignment.

| Credit hours | Total work hours |
|--------------|------------------|
| 1            | 48               |
| 2            | 96               |
| 3            | 144              |
| 4            | 192              |

An internship is accepted for academic credit only when the job description is approved by the faculty coordinator and the internship contract is signed by the intern, the on-site supervisor and the faculty coordinator.

### RESOURCES

Listed on the course website at [www.davidbaird.com](http://www.davidbaird.com).

### COURSE RESPONSIBILITIES

#### Faculty coordinator:

The faculty coordinator helps the student prepare for the internship, approves the proposed internship and job description, and monitors the intern's progress through regular communication with both the intern and the on-site supervisor. If the host news organization is located near Anderson, the faculty coordinator ordinarily will visit the site for a meeting with the intern and the on-site supervisor. At the conclusion of the internship, the faculty coordinator will facilitate the evaluation process.

#### On-site supervisor:

The supervisor assumes responsibility for the intern's work and learning, with the goal of giving the student a chance to materially contribute to the news organization's activities. The supervisor should meet with the intern on a regular basis, clearly articulate assignments, monitor the intern's progress, and give the intern feedback and direction as appropriate. Ideally, the supervisor serves as a kind of mentor to the student. The supervisor is available for occasional consultation with the faculty coordinator, and when the internship ends, the supervisor completes an evaluation of the student's work.

#### Intern:

*Contract.* The intern is responsible for making sure that the contract, available on the course website, is completed prior to the start of the semester or summer term.

*Preliminary reading and report.* Before the internship begins, the student should read the specified course materials and write a three-page paper that (a) summarizes those materials and (b) demonstrates an understanding of how an internship can be successful.

*Job performance.* Interns are expected to report for work as scheduled and on time, to present themselves professionally, to abide by the organization's ethical guidelines and to complete their assignments with a high degree of care and competence.

*Daily journal and record of activities.* The intern should keep a brief but regular journal of activities. Ordinarily, the journal would include the date, hours worked and tasks performed. The journal should be typed and kept current, and it should be turned in to the faculty coordinator at the conclusion of the

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internship. In addition, the student should e-mail these journal entries to the faculty coordinator on a regular basis. A typical journal entry might look like this:

Sept. 24:

- Worked 3 to 7 p.m. (four hours)
- Drafted story previewing this weekend's art fair
- Conducted phone interview with local author
- Met with supervisor to discuss next week's assignments

*Final report and portfolio entries.* At the end of the term, the student must submit a final report to the faculty coordinator. The report should summarize the work the student has done, review what the student has learned and perhaps offer suggestions for improving the internship in the future. The report also should include copies of assignments and projects that the student has completed; the student should keep the originals for use in his or her portfolio.

## **EVALUATION**

A letter grade will be assigned at semester's end by the faculty coordinator in cooperation with the on-site supervisor. The supervisor is responsible for evaluating the student's work performance, while the faculty coordinator evaluates the preliminary-reading report, the daily journal, the final report and portfolio, and any other course work. The final grade is based principally on work performance and the supervisor's recommendation, although the faculty coordinator may modify the grade with respect to the other course requirements.

An online evaluation of the work experience will be completed by the supervisor and, with the consent of the supervisor, will be made available to the intern.

## **CONCERNS**

Internships ordinarily go smoothly and prove to be a valuable experience for both the intern and the host organization. However, if significant difficulties or concerns arise during the internship, they should be shared with the faculty coordinator so that they can be addressed.