MEDIA INTERNSHIP
MCOM 4380.007
Fall 2023

Professor: Dr. John Hendricks
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Office: Boynton #301B
Office Hours: Monday-Thursday Appointments Made by E-Mail or phone
Department: Department of Mass Communication
Class Meeting Time and Place: In the field/Real-life experience.

Course Description:
Supervised on-the-job experience. Internships arranged by student and approved by instructor. Strongly recommended. Prerequisite: Must have completed 66 hours overall with 24 hours in MCOM courses (12 hours at SFA). 3-6 semester hours.

Program Learning Outcomes:
1. Demonstrate the ability to write effectively across a variety of platforms appropriate to the discipline.
2. Gather, organize and analyze discipline-appropriate research and communicate information about it.
3. Understand the role of media in society.
4. Comprehend legal and ethical principles relating to media.
5. Demonstrate the application of media technology, terminology and techniques.

General Education Core Curriculum Objectives/Outcomes:
Not applicable.

Student Learning Outcomes:
1. Students will be exposed to a professional, real-world work environment.
2. Students will have specific assignments and duties during the internship and will gain a sense of responsibility.
3. Students will be exposed to various leadership styles.
4. Students will learn the need to be courteous and friendly when interacting with the public.
5. Students will learn that personal appearance is important in the work place.
**Text and Materials:**
None

**Course Requirements:**

**Intern Information**

Please review carefully the materials, deadlines, and instructions described in the remainder of this syllabus.

**Required Intern Submissions**

There are three forms that must be submitted during the internship semester:

1. **Supervisor Evaluation Form:** There is a mid-term evaluation and a final evaluation to be completed by your on-site supervisor. A separate form is to be completed for each evaluation, both mid-term and final, and these should be included in your mid-term and final packet respectively. The mid-term and final forms are attached to this syllabus. Please give these forms to your supervisor for completion before the due date. These evaluations will largely determine your course grade.

2. **Activity Log:** Both at mid-term and at the end of the semester, you will submit and activity log. The log will consist of a daily summary of tasks you accomplished. This log should be typed. The log will follow an appointment book format. For example:

   **SAMPLE ENTRY IN ACTIVITY LOG:** September 10 (9am-12pm): I helped write a press release about the opening of our new plant. I also went with my supervisor to a planning committee meeting. The meeting was to discuss landscaping plans.

   The log should be of sufficient detail to communicate specific activities and should cover the whole day. It would be expected that the mid-term and final logs will be at least three full pages in length.

3. **Student Appraisal Form:** You will include a student appraisal form in your final packet and attach the form as the cover sheet to your typed answers. The form is attached as part of this email. It consists of several questions you will answer about your internship experience. Note: this form is not submitted at mid-term. However, at mid-term, in lieu of this form, please submit a typed one-page narrative about how your internship is going.
Accurate and timely submission of the required materials will be a factor in gaining credit for the course. No grade will be recorded until all required materials are submitted. Both the mid-term and the final submissions should be placed in a large brown envelope. The outside of the envelope should be labeled exactly as follows:

- Intern Name
- Site Location
- Supervising Professor’s Name
- Semester:
- Identify Report: Mid-term or Final
- Your telephone number and e-mail address

Course Calendar

**Mid-term Reports:** Due no later than Friday, October 13, 2023.
Includes:
- Mid-term Supervisor’s Evaluation Form
- Typed Daily Activity Log
- A one-page summary of how your internship is going

**Final Reports:** Due no later than Friday, December 9, 2023
Includes:
- Final supervisor’s Evaluation Form
- Typed Daily Activity Log (Since Mid-term)
- Student Appraisal Form
- Portfolio with 5-10 samples of student’s best work performed during internship

Credit Hour Justification

MCOM 4380 “Media Internship” (3-6 credits) is a supervised on-the-job experience. Typically, for a 3-hour internship, students work 150 hours (50 hours per unit of credit). Students intern in professions related directly to their career or academic objectives in mass communication, and internship sites will foster the development and application of new career-related skills. Internships are not approved for students’ existing workplaces and students may not conduct an internship from their residence via online work. In addition to onsite work expectations, students have required academic components and deliverables: mid-term report, final supervisor’s report, activity log of weekly work performed, student appraisal form, and 5 to 10 samples of student’s best work performed during the internship in a portfolio format. These activities, inclusive of the onsite internship expectations and academic components, average a minimum of 16 hours of work each week.

Summary of Basic Course Requirements

1. Work the minimum required hours (150 hours for 3 hours credit).
2. Keep daily logs detailing your activities.
3. Collect samples of your work where appropriate.
4. Turn in your mid-term and final reports by the deadlines stated above.

**Check in with your faculty advisor during the semester.**

Also attached are the following:

- Supervisor Midterm evaluation
- Supervisor Final evaluation
- Student Self-Appraisal form
- Midterm reminder letter to intern
- Midterm check to intern supervisors

**Grading Policy:**
The final grade will be based upon your full participation in the internship. Specifically, the final grade will be based upon your mid-term and final evaluations, the number of hours worked, the final activity log, and all other assignments requested. You must meet ALL deadlines to receive a passing grade.

**Attendance Policy:**
Work the minimum required hours (150 hours for 3 hours credit).

**Academic Integrity (4.1)**

> Please copy and paste the following information regarding Academic Integrity into your syllabus. In addition, you may include your guidelines for academic integrity as appropriate.

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another
person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially. For additional information, go to https://www.sfasu.edu/docs/hops/04-106.pdf.

**Withheld Grades Semester Grades (HOP policy 02-206)**

*Please copy and paste the following information regarding Withheld Grades into your syllabus. Add additional information as needed to meet your departmental or course needs.*

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/docs/hops/02-206.pdf.

**Students with Disabilities**

*Please copy and paste the following statement and place it in your course syllabus.*

To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to sfasu.edu/disabilityservices.
Please copy everything below and paste it into your course syllabus.

**Student Wellness and Well-Being**
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**
The **Dean of Students Office** (Rusk Building, 3rd floor lobby)
sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

**SFA Human Services Counseling Clinic** Human Services, Room 202
sfasu.edu/humanservices/clinics-labs/counseling-clinic
936.468.1041

**The Health and Wellness Hub** “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:
- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

**Crisis Resources:**
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

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Updated: August 2023