Instructor of Record: Phillip Madison  
Faculty Internship Coordinator: Phillip Madison  
Email: madisontp@sfasu.edu  
Phone: 936-468-1050  
Office: 204 Boynton  
Office Hours: TBA  
Department: Mass Communication  
Class Meeting Time and Place: Internship 150 Hours as described in contract

Program Learning Outcomes:

The student will exhibit strong journalistic writing, including command of grammar and technical skills, in articles about topics that include the social sciences, the humanities and the natural sciences.

The student will gather information through interviewing sources and research using libraries, archives, documents, databases and electronic sources.

The student will perform within professional expectations with regard to deadlines and accuracy.

Students majoring in journalism will be able to demonstrate understanding of legal and ethical principles relating to journalism.

Student Learning Outcomes:

The function of the internship is largely PR, but will draw on additional media skills as well.  
Student will conduct interviews with people of interest, find stories in which he can paint Nacogdoches ISD in a positive light, and disseminate them through traditional and social media, in addition to various other PR duties as assigned.

Text and Materials:

None
Course Calendar:
Mid-term Reports: Due no later than March 20, 2016
Includes: Mid-term Supervisor's Evaluation Form
Typed Weekly Activity Log
A one-page summary of how your internship is going

Final Reports: Due no later than May 1, 2016
Includes: Final supervisor's Evaluation Form
Typed Weekly Activity Log (Since Mid-term)

Summary of Basic Course Requirements

1. Work the minimum required hours (150 hours for 3 hours credit).
2. Keep weekly 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 (A-9.1): Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.
Expectations Required of an Internship Supervisor

The Department of Mass Communication at Stephen F. Austin State University has expectations of students who complete an internship program and likewise has the following expectations of the sponsoring company or organization:

- The organization sponsoring or employing the student as an intern will provide a well-rounded, academic learning experience for the student intern. Implicit in this expectation is that the student not be used primarily as a gofer or otherwise be employed in a succession of meaningless tasks. The intern must perform work that is primarily related to the mass communication industry.
- The student must physically meet at your place of business. Virtual internships are not permitted (students cannot work out of their home) and students cannot work from the business owner’s home office.
- The employer needs to conduct a frank and honest interview with the student and explain the specific requirements and expectations of the internship experience. Included should be a discussion of what learning opportunities will be afforded the intern, the regular hours of work, expectations of after-hours availability, dress and grooming requirements, and the issue of punctuality, among others.
- The employer needs to provide a supervisor who is well experienced in the profession of the company/organization and who will agree to oversee the work of the student on a daily basis.
- This supervisor will be expected to evaluate the intern’s performance near the mid-point and the conclusion of the internship. This written feedback of the intern’s performance is mandatory. The supervisor must also be willing to visit with and answer all questions that the university internship coordinator may have about the student’s performance.
- The employer further must agree to provide a positive internship experience for the required minimum number of hours corresponding to the student’s academic credit hours. The student will have that information for the supervisor.

ACKNOWLEDGED, AGREED TO AND ACCEPTED BY:

Signature of Intern  

Signature, Placement Supervisor  

Signature, Faculty Coordinator  

Signature, Department Chair  

Date 1/12/16  

Date 1/12/16  

Date 1/16/16  

Date 1/15/16