

JOUR 499/JMS 699 | Professional Internship

Spring 2022

Hank Greenspun School of Journalism & Media Studies

Item	Detail(s)
Time(s):	N/A
Class Location	N/A
Office Location:	GUA
Office Hours:	M-Th 8:30-2:00p
Phone:	TBD
Email:	TBD

Note: The instructor reserves the right to make changes to syllabus as he deems necessary.

COURSE DESCRIPTION

This course offers students the opportunity to put the academic skills they've developed over the course of their undergraduate or graduate experience to task by applying them in a professional setting.

All Journalism & Media Studies undergraduates must complete one (1) three-credit internship class prior to graduation. Internships may be repeated twice for a maximum of six-credits.

Graduate students enrolled in the Strategic Digital and Social Media sub-plan can take 6 credit hours of JMS 699 or 3 credit hours of JMS 699 and 3 credit hours of JMS 795 (Independent Study) to fulfill your degree requirements.

COURSE PREREQUISITE(S)

Undergraduate Students

JOUR 499 requires junior or senior standing (at least 60 completed credits) and the permission of the Internship Coordinator. All students must have a minimum 2.0 major grade point average (GPA).

Graduate Students

Before enrolling in JMS 699 students must get approval from the standing professional committee of JMS faculty. Students must prepare an 8-10 page proposal. Once approved by the committee, students can enroll. Students should attempt to get committee approval as soon as possible to avoid scheduling conflicts or delays.

COURSE RATIONALE

1. **Opportunity for "hands-on" experience:** While students may gather a great deal of information in their courses, there is no substitute for direct experience in a professional environment. Internships allow students to gain direct experience.
2. **Opportunity to sample various career options:** Students can use an internship to test their interest in and aptitude for different career areas. This enables students to find out where they might fit best in a professional environment.
3. **Preparation for job searches:** Students prepare resumes, write cover letters, and go through interviews as if they were applying for a job. This gives students valuable experience in preparation for employment.
4. **Compilation of a portfolio:** As part of your internship experience you compile a body of professional work that may be appropriate to use in a portfolio. This portfolio can later be shown to potential employers.
5. **Visibility for students from the Journalism & Media Studies Department:** JMS Students are given the opportunity to demonstrate their professionalism. This enhances the reputation of the University and increases the credibility of a student's degree.

REQUIRED TEXT

None required.

Note, some LinkedIn Learning video tutorials will be assigned throughout the term – please be sure your LinkedIn profile is connected to UNLV's professional LinkedIn Learning portal via:

- <https://www.it.unlv.edu/institutional-memberships/linkedinlearning>

COMMUNICATION

- Email is the fastest way to communicate with me. We can also arrange for an in-person or virtual meeting to discuss issues in a live setting.
- Should anything of concern happen during your internship, please inform me immediately.
- If at any time you do not feel your internship is benefitting you, let me know.

- When in doubt with anything, communicate!

ATTENDANCE POLICY

JOUR 499/JMS 699 is a web-based course – attendance will not be taken.

EVALUATION METHODS

JOUR 499/JMS 699 is a pass/fail course. To successfully pass, students are required to:

- Work a minimum of 150 hours during the academic semester; ○ Graduate students enrolled in six credit hours of JMS 699 must work a minimum of 300 hours during the academic semester.
- Complete weekly online course work;
- Receive a satisfactory evaluation from your internship supervisor;
- Complete a web-portfolio documenting the various work you have completed throughout your internship;
- Completed an oral recap of your internship experience.
- *While not a requirement for JMS 699, graduate students are required to complete a Culminating Experience Document that incorporates various takeaways from the internship experience.*

Graduate Student Culminating Experience Document

Before completing the program, graduate students must complete a 20-25 page paper delivered by email to the graduate coordinator before the graduate college deadline for completion.

Students must complete a critical review and analysis of the results of the internship experience in reference to the knowledge discussed throughout the program. This paper is an extension of the 8-10 page proposal presented to the professional standing committee (rather than talking about skills or goals you hope to obtain, state the skills and goals you did obtain and achieve) and covers the same guidelines/template outlined in the aforementioned proposal.

GRADING SCALE

S (satisfactory)	88-100
U (unsatisfactory)	0-87

REQUIREMENTS

1. Goals [10 points]

- As soon as possible, meet with your supervisor and articulate three to six specific goals you want to achieve over the course of the semester.
- Upload these goals into Canvas/Webcampus by: **Monday, Jan. 31, 2022.**

2. File a brief weekly report (approximately 150 words) [4 points each]

- Reports are to be submitted via Canvas/Webcampus and are due the Monday following a week's conclusion. For the purposes of this course, the week starts on Monday and runs through Sunday. You should submit this report every week no matter how many hours you worked.
- Students are allowed to miss two (2) weekly reports without penalty. Not filing more than two weekly reports may result in a grade of unsatisfactory.

3. Create a website-portfolio displaying some of the exemplary work you generated during your internship [15 points]

- This is due by 11:59 p.m., **Friday, April 22, 2022.**
- You must submit the URL where your web portfolio can be accessed via Canvas/Webcampus.
- A pass/fail grade will be given.

4. Record a 3-to-5-minute video recapping some of the main takeaways of your internship [15 points]

- This is due by 11:59 p.m., **Friday, May 6, 2022.**
- You must submit upload your video to Canvas/Webcampus.
- A pass/fail grade will be given.

5. Receive a satisfactory review from your supervisor at the end of the semester [mandatory]

- This is due by 11:59 p.m., **Friday, May 6, 2022.**
- The form will be made available approximately four weeks before the end of the semester. Your supervisor must complete the form and email it back to me directly at dave.nourse@unlv.edu o Forms submitted directly by you will NOT be accepted.
- Your supervisor will also verify you have met the 150-hour requirement.

6. Complete 150 hours at your internship by the end of the semester [mandatory]

- You are to log your hours weekly when you submit your Weekly Report via Canvas/Webcampus.
- Your 150 hour requirement must be met by 11:59 p.m., **Sunday May 8th, 2022.**
 - *Graduate students enrolled in six credit hours of JMS 699 must work a minimum of 300 hours during the academic semester.*

UNLV POLICIES

Public Health Directives

Face coverings are mandatory for all faculty and students in the classroom. Students must follow all active UNLV public health directives while enrolled in this class. UNLV public health directives are found at <https://www.unlv.edu/coronavirus/health-requirements>. Students who do not comply with these directives may be asked to leave the classroom. Refusal to follow the guidelines may result in further disciplinary action according to the UNLV Code of Student Conduct, https://www.unlv.edu/sites/default/files/page_files/27/StudentConduct-Code.pdf, including being administratively withdrawn from the course.

Academic Misconduct

Academic integrity is a legitimate concern for every member of the University community. We all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy, and are encouraged to always take the ethical path whenever faced with choices. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's educational mission. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another person, from the Internet or any other source without proper citation of the source(s). See the Student Conduct Code, <https://www.unlv.edu/studentconduct/student-conduct>.

Auditing Classes

Auditing a course allows a student to continue attending the lectures and/or laboratories and discussion sessions associated with the course, but the student will not earn a grade for any component of the course. Students who audit a course receive the same educational experience as students taking the course for a grade, but will be excused from exams,

assessments, and other evaluative measures that serve the primary purpose of assigning a grade.

Classroom Conduct

Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn, or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities are only permitted with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative withdrawal of the student from the course.

Copyright

The University requires all members of the University Community to familiarize themselves with, and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The University will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional copyright policy information is available at <https://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)

The UNLV Disability Resource Center (SSC-A, Room 143, <https://www.unlv.edu/drc>, telephone 702-895-0866) provides resources for students with disabilities. Students who believe that they may need academic accommodations due to injury, disability, or due to pregnancy should contact the DRC as early as possible in the academic term. A Disabilities Specialist will discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours, so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

The University requires that final exams given at the end of a course occur on the date and at the time specified in the Final Exam schedule. The Final Exam schedule is typically available at the start of the semester, and the classroom locations are available approximately one month before the end of the semester. See the [Final Exam Schedule](#).

Identity Verification in Online Courses

All UNLV students must use their Campus-issued ACE ID and password to log in to WebCampusCanvas.

UNLV students enrolled in online or hybrid courses are expected to read and adhere to the [Student Academic Misconduct Policy](#), which states that “acting or attempting to act as a substitute for another, or using or attempting to use a substitute, in any academic evaluation or assignment” is a form of academic misconduct. Intentionally sharing ACE login credentials with another person may be considered an attempt to use a substitute, and could result in investigation and sanctions, as outlined in the Student Academic Misconduct Policy.

UNLV students enrolled in online courses are also expected to read and adhere to the [Acceptable Use of Computing and Information Technology Resources Policy](#), which prohibits sharing university accounts with other persons without authorization.

To the greatest extent possible, all graded assignments and assessments in UNLV online courses should be hosted in WebCampus-Canvas or another UNLV-managed platform that requires ACE login credentials for access.

Incomplete Grades

The grade of “I” (Incomplete) may be granted when a student has satisfactorily completed three-fourths of course work for that semester/session, but cannot complete the last part of the course for reason(s) beyond the student’s control and acceptable to the instructor, and the instructor believes that the student can finish the course without repeating it. For undergraduate courses, the incomplete work must be made up before the end of the following regular semester. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the period indicated, a grade of “F” will be recorded, and the student’s GPA will be adjusted accordingly. Students who are fulfilling an Incomplete grade do not register for the course, but make individual arrangements with the instructor who assigned the “I” grade.

Library Resources

Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the [Libraries’ Research Consultation website](#). You can also ask the library staff questions via chat and text message at: <https://ask.library.unlv.edu>.

Missed Classwork

Any student missing class, quizzes, examinations, or any other class or laboratory work because of observance of religious holidays will be given an opportunity during that semester to make up the missed work. The make-up opportunity will apply to the religious holiday absence only. It is the responsibility of the student to notify the instructor within the first 14 calendar days of the course for Fall and Spring courses (except for modular courses), or within the first 7 calendar days of the course for Summer and modular courses, of their intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit the [Missed Work policy](#), under Registration Policies, on the Academic Policies webpage.

In accordance with the policy approved by the Faculty Senate regarding missed class time and assignments, students who represent UNLV in any official extracurricular activity will also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es).

The spirit and intent of the policy for missed classwork is to offer fair and equitable assessment opportunities to all students, including those representing the University in extracurricular activities. Instructors should consider, for example, that in courses which offer a “Drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate’s policy, and an infringement on the student’s right to complete all work for the course.

This policy will not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the University that could be reasonably avoided. There should be a good faith effort by both the instructor and the student to agree to a reasonable resolution. When disagreements regarding this policy arise, decisions can be appealed to the Department Chair/School Director, College/School Dean, and/or the Faculty Senate Academic Standards Committee.

For purposes of definition, extracurricular activities may include, but are not limited to: academic recruitment activities, competitive intercollegiate athletics, fine arts activities, liberal arts competitions, science and engineering competitions, and any other event or activity sanctioned by a College/School Dean, and/or by the Executive Vice President and Provost.

Rebelmail

Rebelmail is UNLV’s official email system for students and by University policy, instructors and staff should only send emails to students’ Rebelmail accounts. Rebelmail is one of the primary ways in which students receive official University communications, information about deadlines, major Campus events, and announcements. All UNLV students receive a Rebelmail

account after they have been admitted to the University. Emailing within WebCampus-Canvas is also acceptable.

Tutoring and Coaching

The Academic Success Center (ASC) provides tutoring, academic success coaching, and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, please visit the [ASC website](#), or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A, Room 254. Drop-in tutoring is located on the second floor of the Lied Library, and on the second floor of the College of Engineering building (TBE A 207).

UNLV Writing Center

One-on-one or small group assistance with writing is available free of charge to UNLV students at the [Writing Center](#), located in the Central Desert Complex, Building 3, Room 301 (CDC 3–301). Walk-in consultations are sometimes available, but students with appointments receive priority assistance. Students may make appointments in person or by calling the Center, telephone 702-895-3908. Students are requested to bring to their appointments their Rebel ID Card, a copy of the instructions for their assignment, and two copies of any writing they have completed on their assignment.

Diversity Statement

As an institution of higher learning, UNLV represents a rich diversity of human beings among its faculty, staff, and students, and is committed to aspiring to maintain a Campus environment that values that diversity. Accordingly, the University supports understanding and appreciation of all members of its community, regardless of race, sex, age, color, national origin, ethnicity, creed, religion, disability, sexual orientation, gender, gender identity, marital status, pregnancy, genetic information, veteran status, or political affiliation. Please see [University Statements and Compliance](#).

A successful learning experience requires mutual respect and trust between the students and the instructor. Accordingly, the instructor asks that students be willing to listen to one another's points of view, acknowledging that there may be disagreements, keep discussion and comments on topic, and use first person, positive language when expressing their perspectives.