

# **MEDC 4950.01 Internship Program Summer 2009**

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## **Course Description:**

The Media Practicum or internship is a blend of practical and academic experience in which the student has the opportunity to work in his or her field, practice and apply concepts and skills, and analyze the experience through regularly scheduled seminars and written analysis. The sessions provide a sounding board for students and a safe place to question what happens at the internship. It also forces you to analyze the experience in addition to experiencing it and allows you to apply your experience to the start of your job search after college.

Students complete internship authorization forms with their internship mentors. These documents should be turned in to Mindy **BEFORE** you begin your internship. Late authorization forms will reflect negatively on your grade.

## **Learning Outcomes:**

- Students will experience an entry-level professional position and assess the match of this work with their own skills and interests.
- Students will analyze their own strengths and weaknesses in relation to their chosen field.
- Students will apply analytical skills to the workplace in order to develop understanding of management and supervision styles, organizational dynamics, workplace ethics, etc.

## **Seminars:**

Students are required to attend regular seminars, which are offered three times during the summer term, always on Mondays. Internship mentors are informed of these seminars and expect you to take off work to attend them. Seminars are the students' opportunity to explore the goals of the course in collaboration with other internship students and play an essential part of the process. Attendance is part of the grade. Room assignment will be posted that day; look for flyers on Mindy's office door or mine.

Monday, June 15                    3:30-5:00pm

Monday, July 6                    3:30-5:00pm

Monday, July 20                   3:30-5:00pm

## **Assignments:**

**Note: All of the materials for the internship are online at**  
[http://www.webster.edu/depts/comm/degrees\\_intern\\_stud.html](http://www.webster.edu/depts/comm/degrees_intern_stud.html)

### **ASSIGNMENTS DUE ON JULY 6:**

#### **A.) Internship Analysis questions 1 - 5**

**YOU MUST TYPE YOUR RESPONSES.** Do not use the company computer for this process as your responses should reflect your frank observations and you should keep those opinions private. All e-mail at your place of work is public and the property of that business. I will read everything you give me.

#### **B) Action Plan Worksheet—Worksheet available online**

## ASSIGNMENTS DUE ON JULY 20:

### A.) Internship Analysis questions 6 – 10

### B.) Resume, Business Card, Career Strategy

We will discuss the career strategy in detail at seminar two. Online, you will find a handout to help you with this process at [http://www.webster.edu/depts/comm/degrees\\_intern\\_stud.html](http://www.webster.edu/depts/comm/degrees_intern_stud.html) Your career strategy must be at least one page, double-spaced, in a standard 12-point font (e.g. Times New Roman, Courier)

### C.) Informational Interview

Take advantage of this opportunity to interview someone who has a job you'd like to have five or ten years down the road. Since this interview should help expand your professional network, you should interview someone OUTSIDE of your internship site. Professionals enjoy speaking with students but you are advised to make contact **EARLY**.

#### Grades:

Grades are based on a point system, with a possibility of 100 points. If you want an A in the academic part of this class, put some thought into your work. Complete the assignments on time. Interview someone in your field who does not work where you are interning. Write in a clear and succinct manner. Attend the seminars.

#### Available Points

50	Internship mentor
8	Seminar attendance & contract on time
15	Reflection Questions
5	Action plan worksheet
12	Informational interview
5	career strategy
5	resume, portfolio list and business card

100 - 90	A
89 - 80	B
70 - 79	C
69-60	D

Note: If you are doing your internship out of town, you may e-mail your assignments to me at [schuster@webster.edu](mailto:schuster@webster.edu). However:

1. You must submit them in a Microsoft Word file or as a .pdf; I can't guarantee I'll be able to open any other formats.
2. If you are sending multiple assignments, please **save them together as one file**
3. Be sure you put your name on the actual assignment.
4. The subject line must say: Internship Assignments *Your Name*. (In other words, if I were the student submitting the work, the subject line for my e-mail would read "Internship Assignments Joe Schuster.")

Note: I will not accept late assignments. If you choose to e-mail your work to me, it is your responsibility to ensure it reaches me by the date it is due.

**Important: If the Internship is the capstone course for your major, you must earn a grade of at least a B (not a B-) in order to apply it to your major.**

## Internship Analysis Questions

These questions are due in two parts. Questions 1 - 5 are due the second internship seminar. Questions 6 - 10 are due the third internship seminar. **Your responses must be typed, double-spaced**

1. In **at least two paragraphs**, describe the organization. How many employees? What is the mix of employees in terms of gender and race?
2. In **at least one page**, describe a typical day in your internship, focusing on your duties. Describe how you receive assignments from your mentor. (Do you receive assignments daily or does your mentor assign you a project with a deadline? If the latter, does your mentor give you benchmarks by which you should have specific aspects of the assignment finished? Do you receive you assignments in person, by email or some other written or electronic method? Etc.)
3. In **at least two paragraphs**, explain how your academic work has helped prepare you for work in your field and for this internship in particular. What about your program has helped? Now that you've had at least some experience in the professional realm, what do you wish your program had included?
4. Responding in **at least two paragraphs**, to whom do you talk when you have a question or concern? Explain how you bring up questions or concerns; how does this person respond to you?
5. In **at least one page**, describe a project that you've worked on and reflect on how that project has contributed to your professional development.
6. In **at least one page**, describe an ethical issue you've observed in your internship and explain how the staff at your internship addressed the issue.
7. Reflecting on our discussion of the MBTI and on what you learned about your preferences, in **at least one page** discuss how this knowledge has influenced your understanding of yourself in a professional setting and of communication or decision-making within your internship.
8. In **at least one page**, describe a particularly challenging situation or project in your internship and explain how you addressed the challenges.
9. In **at least two paragraphs**, cite some of the professional contacts you've made and describe how you might work with them as you pursue your career.
10. In **at least one page**, explain what steps you've taken to fulfill some of the goals you discussed in your action plan worksheet. Reflect on what you gained by pursuing those steps.