

MC 481 – Internship/Senior Portfolio

Fall 2021

Cory Byers	DH 2048	cobyers@siue.edu	by appointment only
	618-650-3827	618-713-6310 (cell)	

Course Overview

Experience with professional media under the joint supervision of Mass Comm. Dept. faculty and media professionals, along with presentation of a senior portfolio for evaluation by professionals. Not for graduate credit. Prerequisites: Mass Communications major, **senior standing and approval of instructor**.

Note: You may not receive credit after the fact for an internship, EXCEPT for MCOM 271 from Lewis & Clark. Your internship must be approved by the Department's Internship Coordinator before you do it. Next there is paperwork (the intern data sheet and the student participation agreement to fill out, followed by your registering for the course online. Carefully read our Internship Q and A and other important documents on our Department Website: www.siue.edu/MASSCOMM

Requirements of MC 481

1. Watch the two lectures on Blackboard – “Internships” and “Portfolios”
2. Satisfactory completion of a minimum of 175 hours on the job.
3. The Personnel Evaluation form filled out by your supervisor at the end of your internship. This will account for 50% of your MC 481 grade. Email me near the end of the internship to have me send it.
4. Your Internship Paper: an overview of your internship, emailed to me during the last week of your internship. [single-spaced, named: First Name Last Name Internship Paper]

Please include the following (and feel free to add more):

1. What your duties and accomplishments were;
2. What you learned there;
3. What you didn't learn but wish you did;
4. What it's like working with the people at your internship venue;
5. Your advice to students who will follow after you;
6. What did we teach you that helped you most on the job there;
7. What didn't we teach you that you really needed to know there;
8. Any other comments you wish to make.

Your comments will help us determine whether your media organization is providing you a good learning experience, and whether we should continue to OK other students to work there.

5. Your Assessment Letter: an overall evaluation of the Mass Comm department, emailed to me one week after the portfolio deadline. [single-spaced, named: First Name Last Name Assessment Letter]

Your letter will assist the faculty in assessing how we're doing: For example, are the required courses in your professional option adequate to prepare you for entry-level work in your chosen field? Use this letter to compare your academic preparation to the entry-level requirements on the job at your internship. Also, tell us if certain courses and assignments were more helpful to your learning experience than others. Also comment on your experiences with your advisor regarding career information and help in selecting courses during pre-registration.

Also a major part of your learning experience is what YOU put into it, and we want to know your assessment of how you did. In retrospect, did you do your part in the learning process? How many

hours per week (total) did you devote to going to class, completing assignments, reading and studying? Did you take advantage of any extracurricular programs, organizations and events provided by the department to extend and expand your learning and skills, or were you burning rubber out of the parking lot the second classes were over?

This must be in a Word document, e-mailed to me because after we take your names off your letters, they will be combined into one large report to the faculty. Say what you feel: you will have complete anonymity.

6. Satisfactory completion of your Senior Portfolio (see additional handout). This will account for the other 50% of your MC 481 grade. The portfolio deadline is: **Monday, November 1, by 4:00 pm.**

Email your portfolio link to me (cobyers@siue.edu) by 4:00 pm Monday. If you miss the deadline, you will be required to wait until the following semester to submit the portfolio.

7. Completion of the **Exit Exam**, which can be taken on Blackboard – under My Organizations, click on Mass Communications Assessment. On the following page (left-hand side) click Testing, then MC Exit Exam (MC 481). This exam is NOT graded but must be completed by the end of the semester.

Grading

If you receive below a 60 score on the intern evaluation form or are fired, your grade for MC 481 is “F”. If you receive between a 60 and 69 score on your intern evaluation form, your MC 481 grade is a “D.” Since Mass Comm majors must earn at least a “C” in all major courses, neither an “F” or a “D” satisfies the department’s requirements. In both cases, you will not be given a second chance to intern off-campus. Why? You have proven that for one shortcoming or another, you’re not reliable enough for us to trust with our department’s reputation. To earn 36 credits in Mass Communications and graduate, you must successfully complete an additional 400-level Mass Communications course chosen for you by one of the faculty in your professional option. If you earned less than a score of 70 on your portfolio, you must revise and re-submit it until the faculty in your professional option are satisfied with its quality and award you a 70. If you have not yet submitted your portfolio at the time you are fired (or earn less than a 70 on the intern evaluation form), to meet department requirements, you will still have to submit the portfolio and earn a grade of at least 70. This is because all SIUE students must complete a Senior Project, and our senior portfolio is the Mass Communications Department’s senior project. Note: If you had already successfully completed an extra three Mass Communications credits (not counting MC 481 or 482), as some majors do, and thus have earned 36 total credits of Mass Comm with a “C” or better and have met all other major requirements, you are not required to complete the course substitute for MC 481.

As stated above, your 0-100 numerical score on the personnel evaluation form determines half your final grade, and your 0-100 score on your Senior Portfolio makes up the other half. These two scores are averaged: A 90-to-100 average is an “A”; 80-89 gets a “B”; 70-79 a “C”; below 70, a “D”, below 60 an “F”. The Internship Paper and the Assessment Letter are non-graded but required assignments. This is to say that if either the paper or the letter is not turned in, you do not complete the course and will receive an “I” grade. Also, the quality of the papers is important: papers turned in with numerous misspellings, grammar errors, typos, etc., are not acceptable, and will be returned to you for rewrites.

NOTE: If you are doing your internship now but planning to graduate sometime within a year, you can arrange to receive an “I” (Incomplete) grade. During the semester, you’d complete your internship hours, arrange with your internship coordinator for your Intern Evaluation Form to be filled out by your supervisor and turn in your internship paper. Then, on the portfolio deadline date for the following semester, you turn in your portfolio and your assessment letter.

Important Dates

When you have a week or so of your internship left, send me an email telling me to send your supervisor your Evaluation Form (and be sure to remind them to fill it out and send it back to me).

After the last week of your internship, email your Internship Paper to me.

Exit Exam due: by the end of the semester.

Assessment Letter due: before the end of the semester you graduate – email it to me

Portfolio due: Monday, 11/1, by 4:00 pm – email the link to cobyers@siue.edu

A Note about Mass Comm Equipment

You are not allowed to check out any Mass Comm equipment for use at your internship.

Reminder

You are representatives of SIUE and the Mass Communications Department: Up until now, it's been "school." On an internship it's for real, and the stakes for you are extremely high. Work long and hard. Interns they may choose to hire are almost always the ones who volunteer to stay late to get the job done. Each company's culture is different and you must learn to fit in. Dress according to employee regulations, speak well and articulately, listen mostly, shut up a lot (that's how you listen), but ask questions and learn *their way* of doing things. Make sure they only have to tell you how to do something once. But if you don't know how to do something, don't fake it. ASK. Do all you can to meet people on the job who might give you good advice and/or help you find a job later on. You're there to learn and be of some service, but also to "network:" so make many friends. Remember names: write them down. Print your own business cards so you can distribute them to the pros you meet. The card could say something like, "John Smith, Advertising Creative Services," "Mary Jones, Television Production," or "Jack White, Photojournalist," along with your cell phone number and e-mail/personal website addresses. You characterize the Mass Communications Department's final "product": Employers rate how good the Mass Comm program is by your behavior and performance. Most employers' hiring decisions take into account where students earned their degrees. So besides earning a good grade in the course and adding a good reference to your resume, it is in your best interest to maintain and improve the SIUE Mass Communications Department's reputation. Over the long run, it will help you get more interviews and more job offers. Represent us well!

Inclusion, Equity, and Social Justice

SIUE is committed to respecting everyone's dignity at all times. In order to learn, exchange ideas, and support one another, our virtual and physical classrooms must be places where students and teachers feel safe and supported. Systems of oppression permeate our institutions and our classrooms. All students and faculty have the responsibility to co-create a classroom that affirms inclusion, equity, and justice, where racism, sexism, classism, ableism, heterosexism, xenophobia, and other social pathologies are not tolerated. Violations of this policy will be enforced in line with the SIUE Student Conduct Code(<https://www.siue.edu/policies/3c1.shtml>).

The Center for Student Diversity & Inclusion (<https://www.siue.edu/csdi/>) is an excellent resource for support and community. If you experience or witness discrimination or harassment, you can reach out to Ms. Jamie Ball, director of the Office of Equal Opportunity, Access and Title IX Coordination(<https://www.siue.edu/eoa/>), by e-mail at jball@siue.edu or by calling 618-650-2333. You can also report bias incidents using this online form (<https://www.siue.edu/birt>).

Services for Students Needing Accommodations

Students needing accommodations because of medical diagnosis or major life impairment will need to register with Accessible Campus Community & Equitable Student Support (ACCESS) and complete an intake process before accommodations will be given. Students who believe they have a diagnosis, but do not have documentation, should contact ACCESS for assistance and/or appropriate referral. The ACCESS office is located in the Student Success Center, Room 1203. You can also reach the office by emailing us at myaccess@siue.edu or by calling [618-650-3726](tel:618-650-3726).

COVID-19 Pandemic Policies Related to Classroom Instruction (Fall 2021)

Health and Safety

The measures outlined below are required and any student who does not comply may be in violation of the *COVID-19 People-Focused Health and Safety Policy*, as well as the University's *Student Code of Conduct*.

The full text of the *COVID-19 People-Focused Health and Safety Policy* can be found here: <https://www.siu.edu/policies/Covid.shtml>

Classrooms, Labs, Studios, and Other Academic Spaces

While in the classroom, lab, studio, or other academic spaces, students (regardless of vaccination status) shall wear face coverings that fully cover the nose and mouth and practice physical distancing measures to the extent practicable based on the specific classroom capacity and pedagogy. Classroom furniture should not be rearranged, and furniture that has been taped off or covered should not be used.

Students who forget to wear a face covering will be reminded of their obligation to comply with SIUE's *COVID-19 People-Focused Health and Safety Policy* and temporarily asked to leave the class until they are able to conform to the policy. Students who forget or lose their face coverings may be able to obtain replacements from a friend, a faculty member, or a nearby departmental office. Face coverings are also available for purchase in the Cougar Store (MUC).

Students who refuse to wear a face covering will be asked to leave the classroom and referred to the Dean of Students for non-compliance with community health and safety protocols. Repeated non-compliance may result in disciplinary actions, including the student being administratively dropped from an on-ground/face-to-face course or courses without refund if no alternative course format is available.

If a student has a documented health condition which makes wearing a face covering medically intolerable, that student should contact ACCESS to explore options with the understanding that ACCESS will not grant accommodations which excuse the need for a face covering while on campus or in the classroom. ACCESS will work with qualifying individuals to find reasonable alternatives, whenever such solutions are available. Please call or contact the ACCESS Office via email to schedule an online appointment to discuss potential alternatives. ACCESS office (Student Success Center, Room 1203, 618-650-3726, and myaccess@siue.edu).

General Health Measures

At all times, students should engage in recommended health and safety measures, which include:

- Conducting a daily health assessment. If you have COVID-19 symptoms, but not yet tested positive, have had COVID-19 close contact exposure, or are COVID-19 diagnosed as presumptive or confirmed positive, stay home and contact your health provider or SIUE Health Service at cougarcare@siue.edu or 618-650-2842. More information on reporting procedures is available [here](#).

- Frequent washing or disinfecting of hands.
- Physical distancing.
- Face masks or face coverings that cover the nose and mouth are required in indoor public spaces regardless of the ability to maintain physical distance. Indoor public spaces include common spaces or community settings that anyone can access, such as reception areas with walk-in access, restrooms, hallways, classrooms, teaching and research laboratories, as well as common spaces in residence halls, conference rooms, lobbies, and break rooms.
- If present, adhere to directional signs and traffic flow patterns in buildings and offices. In many spaces, doors for entering and exiting buildings are designated.

Academic Integrity

Students are reminded that the expectations and academic standards outlined in the Student Academic Code (3C2) apply to all courses, field experiences and educational experiences at the University, regardless of modality or location. The full text of the policy can be found here: <https://www.siu.edu/policies/3c2.shtml>.

Recordings of Class Content

Faculty recordings of lectures and/or other course materials are meant to facilitate student learning and to help facilitate a student catching up who has missed class due to illness or quarantine. As such, students are reminded that the recording, as well as replicating or sharing of any course content and/or course materials without the express permission of the instructor of record, is not permitted, and may be considered a violation of the University's Student Conduct Code (3C1), linked here: <https://www.siu.edu/policies/3c1.shtml>.

Potential for Changes in Course Schedule or Modality

As the COVID-19 pandemic continues, there remains a possibility that planned classroom activities will need to be adjusted. Depending on circumstances and following state-issued recommendations, potential changes include changes in course modality (e.g., transition from face-to-face to online) or in course scheduled meetings. These changes would be implemented to ensure the successful completion of the course. In these cases, students will be provided with an addendum to the class syllabus that will supersede the original version.