



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

JEM 498/592 Internship, Spring 2022

University of Tennessee, Knoxville

Course Section: 001

Meeting Time and Place: Self-directed by student and employer

Course Credit Hours: 3

Faculty Contact Information

Dr. Michael T. Martínez

Office: 429 Communications Building

Tel: 865 974-1567

Email: mtmartinez@utk.edu

Office hours: Wednesday 11:30 a.m. to 12:30 p.m. or by appointment

NOTE: I check email and will respond early in the morning and late in the afternoon so don't expect responses immediately.

Course Description/Information:

Work experience in print and broadcast media, production, sales, promotions, or management in a non-university professional media-related organization. Students must perform media-related duties.

Value Proposition:

- Give students “real world” experience in meeting the professional standards demanded by the media or in serving the needs of a client, and
- Provide students with practical experience needed for finding a job
- Network with professionals so that you have references when you graduate.

Prerequisites:

Senior standing (90 hours), completion of at least 18 hours of Journalism & Electronic Media courses, GPA 3.0 or higher and consent of academic advisor and internship coordinator.

Requirements:

- All internships must be approved before starting work.
- Only Journalism & Electronic Media majors may earn credit in JEM 498/592
- Three Credit Hours: Full time work – between 30-40 hours per week (300-400.)

Minimum Hours are an Absolute Cutoff for Any Passing Grade and an “Incomplete.”

Before Starting Your Internship:

Applying for an internship is a two-step process.

- **Application for Internship:** Students must fill out the “Internship Application” form available in the JEM office. Once you are approved, you will be eligible to register for Internship credit (JEM 498/592.) You must register for JEM 498/592 before the last day to add a class (Please check UT calendar for date.) It is your responsibility to meet this deadline – reminders will not be sent.
- **Internship Approval:** Once you have identified an internship, fill out the “Internship Agreement” form. This form confirms your duties, starting/ending dates, etc., and approves you to begin your internship. Do not start working until you are approved. This form must be signed by your internship field supervisor and turned into the JEM office within 14 days of the first day of classes.

Completing Your Internship:

Internship portfolio: You are required to turn in a “Internship Portfolio” on the last day of classes. (For those who are working away from Knoxville, please complete your portfolio in time to send it in by mail.) The portfolio should contain the following elements:

- **Cover sheet:** Includes course number and name, your name, name of company, supervisor name, starting and ending dates of internship, semester registered for credit.
- **Report:** A minimum of four pages (maximum of six pages) double-spaced, 12-point font describing 1) your job assignment, 2) what you learned, 3) your likes and dislikes. The report will be used to evaluate your experience and employer for the benefit of future students. Please be frank. You will not be graded on your opinions. The report must be well written and free of typos. Poorly written reports will be reflected in your course grade.
- **Resume:** A one-page resume (a second page may include references only) that includes your internship experience. Your resume should have a neat and professional appearance and should be error-free. It should include at least three references, such as professors, work supervisors or family friends. Identify your references by position, relationship, address and other contact information. Please get permission from those you list as references.
- **Time sheet:** Please fill out the attached time sheet. No other form of time sheet will be accepted. Your supervisor must initial your time worked each week and must sign at the bottom confirming total hours worked. The form must be filled out neatly and legibly and TOTAL hours worked must be calculated.
- **Performance evaluation letter:** Please ask your supervisor to write a performance evaluation letter. Include the letter as part of your portfolio.

- **Samples of your work:** This can include audio, video, and print examples.

It is strongly suggested that you keep a journal of your internship to refresh your memory when writing your report. **DO NOT TURN IN YOUR JOURNAL.**

Grades:

Letter grades/No Credit/Incomplete. Your grade is based on your supervisor's written evaluation of your overall performance, reliability, work habits and attitudes, and on the internship instructor's evaluation the type of work you performed and on your final report. A "No Credit" grade will be given to students who fail to turn in their portfolio.

Academic Integrity:

The School of Journalism & Electronic Media is committed to the highest standards of academic and professional ethics and expects its students to adhere to those standards. An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, "I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity." **Students should be familiar with the Code of Ethics of the Society of Professional Journalists and adhere to its restrictions.** Should any student be guilty of plagiarism, falsification, misrepresentation or other forms of dishonesty in any assigned work, that student is subject to a failing grade from the instructor and such disciplinary action as may be necessary under University regulations.

Diversity Statement:

CCI recognizes and values diversity. Exposing students to diverse people, ideas and cultures increases opportunities for intellectual inquiry, encourages critical thinking, and enhances communication and information competence. When all viewpoints are heard, thoughtfully considered, and respectfully responded to, everyone benefits. Diversity and fairness unite us with the wider professional and global community.

Key Campus Resources for Students:

- [Center for Career Development and Academic Exploration](#) (Career counseling and resources; Handshake job search system)
- [Course Catalogs](#) (Listing of academic programs, courses, and policies)
- [Hilltopics](#) (Campus and academic policies, procedures and standards of conduct)
- [OIT HelpDesk](#) (865) 974-9900
- [Schedule of Classes/Timetable](#)
- [Student Health Center](#) (visit the site for a list of services)
- [Academic Success Center](#) (Academic support resources)
- [Undergraduate Academic Advising](#) (Advising resources, course requirements, and major guides)
- [University Libraries](#) (Access to library resources, databases, course reserves, and services)

The Campus Syllabus

Dear Student,

The purpose of this **Campus Syllabus** is to provide you with important information that applies to all UTK courses. Please observe the following policies and familiarize yourself with the university resources listed below. At UT, we are committed to providing you with a high-quality learning experience. I want to wish you the best for a successful and productive semester.

–Dr. John Zomchick, Provost and Senior Vice Chancellor

ACADEMIC INTEGRITY

Each student is responsible for their personal integrity in academic life and for adhering to UT's Honor Statement. The Honor Statement reads: "An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity."

YOUR ROLE IN IMPROVING THE COURSE THROUGH ASSESSMENT

At UT, it is our collective responsibility to improve the state of teaching and learning. During the semester you may be requested to assess aspects of this course either during class or at the completion of the class. You are encouraged to respond to these various forms of assessment as a means of continuing to improve the quality of the UT learning experience.

STUDENTS WITH DISABILITIES – <http://sds.utk.edu>

Any student who feels they may need an accommodation based on the impact of a disability should contact Student Disabilities Services in Dunford Hall, at 865-974-6087, or by video relay at 865-622-6566, to coordinate reasonable academic accommodations.

ACCESSIBILITY POLICY AND TRAINING – <http://accessibility.utk.edu>

WELLNESS – <http://counselingcenter.utk.edu/> and <http://wellness.utk.edu/>

The Student Counseling Center is the university's primary facility for personal counseling, psychotherapy, and psychological outreach and consultation services. The Center for Health Education and Wellness manages 974-HELP, the distressed student protocol, case management, the Sexual Assault Response Team, and the Threat Assessment Task Force.

EMERGENCY ALERT SYSTEM – <http://safety.utk.edu/>

The University of Tennessee is committed to providing a safe environment to learn and work. When you are alerted to an emergency, please take appropriate action. Learn more about what to

do in an emergency and sign up for [UT Alerts](#). Check the emergency posters near exits and elevators for building specific information. In the event of an emergency, the course schedule and assignments may be subject to change. If changes to graded activities are required, reasonable adjustments will be made, and you will be responsible for meeting revised deadlines.

COVID-19 GUIDELINES

Recommended syllabus language related to COVID-19 is available on the syllabus page of the Teaching and Learning Innovation website: <https://teaching.utk.edu/the-syllabus/#covid>. Please note that this language may change. For your convenience, COVID-19 guidelines as of December 20, 2021, are listed below.

For the most current information on the status of mask requirements, please check the COVID-19 website at <http://www.utk.edu/coronavirus>. Any individual can choose to wear a mask anywhere on campus, even when it is not required. According to public health authorities, in areas where there is substantial or high COVID transmission, wearing masks in indoor spaces can help reduce transmission of the virus and keep communities healthy.

The university strongly recommends that all members of the campus community be vaccinated for their own protection, to prevent disruption to the semester, and to prevent the spread of COVID-19. The Student Health Center medical staff is available to students to answer questions or discuss concerns about vaccines, and the center provides vaccines free of charge for anyone 18 years or older who would like one. Vaccination information and appointment signups are available at <http://tiny.utk.edu/vaccine>.

If you think you are sick or have been exposed to COVID-19, you should contact the Student Health Center or your preferred health care provider. You can also contact the university's COVID-19 support team for guidance by filling out the COVID-19 self-isolation form at <http://covidform.utk.edu>.

You are advised not to attend class in-person if you have tested positive for COVID-19 and are in the isolation period, if you have COVID-19 symptoms and have not been cleared by a medical provider, or if you are an unvaccinated close contact in the quarantine period. The university recommends that students and employees stay home anytime they do not feel well.