



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

## **JEM 492 Practicum, Spring 2022**

University of Tennessee, Knoxville

**Course Section:** 001

**Meeting Time and Place:** Self-directed work

**Course Credit Hours:** 2

### **Faculty Contact Information**

Dr. Michael T. Martínez

Office: 429 Communications Building

Tel: 865 974-1567

Email: [mtmartinez@utk.edu](mailto: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:**

Required for all Journalism & Electronic Media majors. Students must perform media-related duties with any media or non-media organization/institution. Practicum assignments may be at a radio, television, newspaper, magazine, on-site website or other profit or non-profit organization that require media-related products involving reporting, news/feature writing, editing, video, graphics, and/or photography. You may complete your practicum on campus with WUTK-FM, The Daily Beacon, TNJN.com, TVC or any other news/feature-oriented media unit. If you do so, you are strongly encouraged to enroll in an additional practicum at an off-campus location to increase your chances of employment after you graduate. A professional mentor onsite must supervise all practicum assignments. Students may apply for and be selected for a practicum; the JEM faculty member in charge of practicum/internships must approve all practicum assignments.

### **Student Learning Outcomes/Objectives:**

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

### **Prerequisites:**

JEM Major with 18 hours completed in JEM courses, or consent of practicum coordinator.

Students are required to have completed at least one upper division skills course in the area in which they wish to complete a practicum. For instance, if you want to gain a practicum in TV news you will need to be enrolled in JEM 411 or have completed it. If you wish to work in sales or promotions, you need to have completed JEM 320 and 420. If you wish to work in print

media, you need to have completed JEM 333 and one writing course beyond 200. Students should be juniors with at least 60 total hours completed before enrolling in JEM 492.

### **Requirements:**

- All majors are required to take two credit hours of practicum. (JEM 492 may be repeated but only two hours count toward graduation.)
- Only Journalism & Electronic Media majors may earn credit in JEM 492.
- **Two Credit Hours = 150 work hours of meaningful work MINIMUM.** Minimum Hours are an absolute cutoff between a “Passing” and “Incomplete” grade. This averages to 10 hours a week for 15 weeks or 15 hours a week for 10 weeks or some amount in between depending on when you start your assignment.
- **MEETING:** Students who have registered or plan to register for JEM 492 MUST attend the beginning of the semester meeting.

### **Before Starting Your Practicum:**

Applying for the practicum is a two-step process.

- **Application for Practicum:** You must first complete the “Practicum Application” form available online. Once you are approved you will be eligible to register for practicum credit (JEM 492.) You must register for JEM 492 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. Approval to register does not mean you have approval to start your practicum.
- You will be assigned to a practicum by Dr. Martínez, depending on your qualifications. You must begin within two weeks of your assignment.

### **Completing Your Practicum:**

- **Practicum portfolio:** You are required to turn in a “Practicum Portfolio” on the last day of classes. The portfolio should contain the following elements (STAPLED TOGETHER – DO NOT USE A FOLDER:)
- **Cover sheet:** Includes course number and name, your name, name of company, supervisor name, starting and ending dates of practicum, semester registered for credit.
- **Report:** A minimum of two pages (maximum of three pages) double-spaced, 12-point font report 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 returned to you and an “incomplete” will be given for the course.

- **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.

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

**Grades:** Satisfactory/No Credit/Incomplete. Your grade is based on 1) your supervisor's written evaluation of your overall performance, reliability, work habits and attitude, 2) on the practicum instructor's evaluation of the type of work you performed, and 3) 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.