



MMJ 495 Media Internship, Spring 2021
Dr. Tony DeMars ~ Faculty Office: JOUR 126
Email: Tony.DeMars@tamuc.edu
Office Hours: By appointment. Faculty supervisor may visit work site.

Required Text: *none*

Technology Requirements: Students will be required to access online resources and will be required to use audio and video production equipment for internship work purposes. Students must establish a Google Drive account for uploading work and reports, to be shared with the professor at Tony.DeMars@tamuc.edu -- specific sharing requirements will be provided.

Student Learning Outcomes—the internship course is designed:

- To provide, as much as possible, professional experience in the mass media field
- To provide the student with an opportunity to apply knowledge and skills acquired in previous mass media courses.
- To acquaint the student with related techniques used in audio and/or video production for the broadcasting industry and related online content creation and distribution.
- To give the student skills in working with a professional industry supervisor.
- To prepare the student for an entry level job in the mass media field.

COURSE REQUIREMENTS

HERE ARE THE MOST IMPORTANT POINTS TO REMEMBER:

1. The standard internship for three hours course credit requires 150 total hours for the semester, expected to be 10 hours a week for 15 weeks. Fewer weeks means more hours per week, in order to meet the 150 hours requirement. The student must ensure early and frequent communication with the professor to be certain hours requirements are being met. You may not receive internship credit for working as a paid employee.
2. You must clearly communicate your start date, when or before it occurs, with the supervising professor and indicate planned weekly hours and planned end date. You must keep a log showing each day and the hours you work and add a summary report on Friday of every other week--not earlier—that reports those hours and evaluates the work being done. Missed log entries and/or reports reduce your grade. You must also send a confirmation email to Tony.DeMars@tamuc.edu each time you post each summary update.
3. This report must be based on the journal that you keep—where you write down the work you do and the date and time you do it every time you work. This journal may be requested at random times during the semester and a summary version should be turned in for the mid-semester meeting and at the end of the semester. All required internship content goes into a Google Drive folder named YourLastName Internship. You will add subfolders as assigned and upload all content created by you every week. Refer to it in your reports.

The ‘every other Friday’ (2nd, 4th, 6th, etc.) summary report:

First in the report: List your hours for the past two weeks AND total hours to date.

Second in the report: List and discuss the specific work you have done in the weeks since the Saturday after the most recent report. Thoroughly describe what days and hours you worked and what you did each of those days, based on the log done each time you work.

Third in the report: Describe what you feel you have learned and benefited from in the work you have done. Be thorough and specific. Connect each week’s report to previous reports.

Fourth in the report: List and describe what you think could be better for you about the internship experience. Connect each week’s report to previous reports.

Fifth in the report: List the shift(s) you have missed and why you missed it/them, and list assigned project deadlines you have missed and why you missed them.

4. You must also schedule and attend a “in the middle of the internship” meeting (week of 10/12) with Dr. DeMars based on an arranged time and location—send an email a week in advance to plan.

5. Each late or non-submitted report or missing the mid-semester meeting may cause a reduction in your MMJ 495 course grade.

6. You must contact your internship supervisor in advance when you cannot make a shift. Each unexcused absence reduces your course grade by a letter grade. You also will have points deducted for excused absences after the third.

7. You must work a minimum of 10 internship hours a week every week of the internship to be eligible for an ‘A’ in the course, a minimum of 8 hours every week to be eligible for a ‘B’ or ‘C’—regardless of total points accumulated by working extra hours other weeks. The 150 hours requirement is still required – the main point is you cannot do a bunch of hours to offset time that you missed—establish and follow a regular week-to-week schedule.

8. Your internship supervisor must email the internship professor an evaluation the week before your mid-semester meeting and then again the week before the end of your internship. It is the student’s responsibility to keep the internship coordinator in communication with the instructor and make certain their reports are submitted. Your grade is based on the work you do, reports from your internship site managers, discrepancies in meeting expectations as noted in the syllabus, and properly reporting your work to Dr. DeMars.

All internships require approval of the Internship Faculty Supervisor.

ACCEPTABLE TYPES OF INTERNSHIPS

The internship host organization or supervisor must be a professional company or individual currently active in and with considerable experience in some aspect of the film, video, television, audio, “new media”, telecommunications or radio industry. As an intern, you must be engaged in meaningful activities within one of these media in order to receive credit and must be designed to provide you with training experiences from a person or people who are more skilled in their field than the intern. Internships must be at an established place of business and not a home or ad-hoc office. The acceptability of your internship will be evaluated using the position description provided as part of your internship application.

MIDTERM EVALUATION & JOURNAL REVIEW – DUE AT LEAST TWO DAYS before your arranged Mid Semester meeting, noted above. Near the mid-point of the internship, the internship site supervisor must send a Midterm Evaluation of your performance. Also, you must

submit your journal entries for the Midterm Journal Review. Your journal entries will be evaluated in order to ensure that you are following the journal specifications (see details below) and to evaluate the quality of your internship experience. Included in the midterm review of your journal should be all entries from the first day of the internship through mid point. See above regarding other details.

FINAL INTERNSHIP REPORT – DUE FRIDAY, DECEMBER 4th BY 5:00 PM

Your final Internship Report must consist of the following items:

1. Cover Page: Name; Dates of Internship; Company Name; Name of Supervisor; Company History, Structure/Organization and Mission/Purpose, followed by an overall summary and evaluation of your experiences. Do the same pros and cons lists as was done at mid-semester.
2. Journal: Include all weekly journal entries, along with your work hours for each week.
3. Work Samples: Compile at least 5 samples of your work during your internship; include descriptions of your work samples. If your internship will not result in a portfolio, you must obtain the permission of the Internship Coordinator at the beginning of the semester in order to submit a 3-5 page internship summary in lieu of the creative portfolio/work samples.
4. Resume: An updated resume with the addition of your internship experience.

JOURNAL SPECIFICATIONS

Please include your weekly work hours and ensure that your journals are up to date each week, and are reflective and comprehensive narratives. A comprehensive journal not only includes information on assignments and tasks you are given, but also your impression of the company or industry and the staff at your internship. Journals are used to evaluate the quality of the credit-based internship as well as your reflection of the experience as a whole, so please be aware that any incomplete journal may cause internship grade reductions. Length of each journal entry will depend on your weekly experiences and activities. Some journal topic suggestions are: What are your regular internship activities? Are you doing what you thought you would be doing as an intern? Is this a positive experience? What do you think of the industry? What do you think of your company / work environment? Is this the type of environment you see yourself in within the next 3 years? What are the interesting aspects of your office - environment or projects? How is your work being used in the company? What problems arise in the office (with clients or within the department)? How do the staff members deal with them? What challenges have you faced? How have you dealt with them? How do the staff in your office interact? How are you perceived by the staff? Are you considered a valuable team member? What are the different roles in your office? Have you experienced any kind of harassment or mistreatment?

WORK SAMPLES

Your work samples should include at least five (5) examples of the best work you have completed during your internship. Some examples of work samples include: articles, interviews, spreadsheets, log sheets, correspondence, videos, audio or visual clips, photos, call sheets, script coverage flyers, layouts, press releases, media lists, press kits, pitch letters, speeches and contracts (black out any confidential information). Each work sample should have a short description of your role in that work sample or how you used the sample; it must be your own work. If you have questions about the work samples, please contact the Internship Coordinator.

GRADING/EVALUATION

An 'A' requires submission of all reports as assigned and when assigned, a minimum of 10 hours every week and 150 hours total, along with excellent internship work. Letter grade reductions occur each time requirements are not met. Otherwise, at least 8 hours/week, 140 total for B or C.

STANDARD COURSE AND UNIVERSITY PROCEDURES/POLICIES

FURTHER TECHNOLOGY REQUIREMENTS POLICY

Learning Management System. This course will be facilitated using D2L Brightspace, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to MyLeoOnline.tamuc.edu. You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu. You should perform a "Browser Test" immediately upon start of your course. On the D2L Home Page, you will see support information and other important user information. CITE indicates that "Chrome is the preferred browser for many of our learning application experiences." Technical assistance is available 24/7 (24 hours, 7 days a week). Accessing Help from within Your Course: Click on the 'Tech Support' icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Technology Excuses. Personal computer and Internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Do not wait until right at deadline to submit work. Deadline is deadline. Establish a backup method to deal with these inevitable problems, such as a backup PC at home or work, the temporary use of a computer at a friend's house, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc. You are strongly encouraged to check for your Internet browser compatibility immediately when the course begins and take the Brightspace tutorial offered for students who may require some extra assistance in navigating the Brightspace platform.

Email contact: You should email the instructor only using his official email address as listed on the syllabus, and your messages regarding the class should come from your leomail account. Failure to send emails through your university email account will possibly result in failure to receive important class information. If you send emails asking questions that are already answered on the course syllabus or outline, you will likely be referred to the syllabus or outline.

UNIVERSITY ATTENDANCE POLICY

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

13.99.99.R0.01 Class Attendance – “Students are responsible for learning about and complying with the attendance policy stated in the catalog, Student’s Guidebook, and/or faculty syllabus. Faculty members will provide details on requirements and guidelines for attendance in their classes in their course syllabi.” Students are responsible for reviewing remaining university attendance policy elements. **FOR THIS CLASS:** D2L logs all of your interactions and log-ins. You are expected to log in to the class the first official day of class, and at reasonable other times when work is assigned. If you do not log in to the class page until the third day of the semester, for example, you will have two days of absences marked. There are class discussions and/or other tests and assignments made throughout the semester. Any time one of these is skipped, you will be counted absent. Other similar times when you have not accessed the course, you are subject to receiving a marked absence. Once you reach six of these marked absences, you are subject to being dropped from the course or will receive an “F” course grade automatically.

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Academic Honesty: If you turn in work that is plagiarized, or take any action that violates TAMU-Commerce Academic Honesty policies, you will fail the course. All TAMU-Commerce students are responsible for knowing the standards of academic honesty. Please refer to the Student’s Guide Handbook for the University Academic Honesty Policy. Plagiarism is the use of someone else’s work as your own and/or failing to properly cite sources. Work submitted will be checked via an Internet search including www.turnitin.com for each submission. Using a report you did not create or having someone else do any of your work violates Academic Honesty guidelines.

Undergraduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. Faculty and staff are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty (see definitions). In addition, F-1 and J-1 international students must comply with the Student Exchange Visitor Program regulation related to their visa status. Full details are found in Undergraduate Academic Dishonesty Policy 13.99.99.R0.03

Online exams are closed-book. If you stay on a question page in D2L longer than a normal amount of time to read the question, select the best answer, and submit it, the question is subject to being counted wrong. You may take and use notes from assigned **videos** during tests, but you may not look up answers from the reading and/or do a copy-paste action to answer test questions.

Deadlines: Work not turned in on time will be late regardless of the reason—it is your responsibility to meet the deadline regardless of technical or other problems. Deadlines are always listed on the assignment and/or submission folder in D2L. Work submitted incomplete will be marked as not submitted. **Emailing an assignment does not count as it being submitted.**

Behavior: “Students are expected at all times to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time toward an education.” -- Texas A&M University System Student Rights and Obligations “All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment.” (See Student’s Guide Handbook, Policies and Procedures, Conduct) -- Texas A&M University-Commerce Procedures, 12.01.99.R0.05 Guidelines for Content and Distribution of Syllabi: Roles and Responsibilities of Faculty

A&M-Commerce Policy on Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

Be conscious of engaging in courteous interactions online and through email with classmates and the instructor. A few other words and restatements on expected behavior:

- Take notes. You will likely have a low grade if you do not actively participate in class.
- You **may NOT take** drinks or food into the classroom (in any instance where we may have a face to face meeting) since we meet in a computer lab. **No food or drinks are to be taken into any production area, including the JOUR 311 audio and video production labs and the JOUR 111 production areas and computer lab.**

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

EARLY INTERVENTION FOR FIRST YEAR STUDENTS: Early intervention for freshmen is designed to communicate the University's interest in their success and a willingness to participate fully to help students accomplish their academic objectives. The university through faculty advisors and mentors will assist students who may be experiencing difficulty to focus on improvement and course completion. This process will allow students to be knowledgeable about their academic progress early in the semester and will provide faculty and staff with useful data for assisting students and enhancing retention.

COURSE EVALUATION APPEAL: Students with concerns regarding their courses should first address those concerns with the instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). Students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

CAMPUS CONCEALED CARRY STATEMENT: Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>. Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance. Not all courses and not all instructors are the same. You will give yourself the best educational experience by knowing the syllabus well, allowing yourself understanding of how you are being graded for each course.

Pandemic Response Statements

A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments.

<h3>COURSE OUTLINE / CALENDAR</h3>

Available at your MyLeoOnline login. You are responsible for knowing how to properly use the D2L system—seek help from the instructor and the classroom technology office if needed.

The MMJ 495 Week to Week expectations are noted above. The student must establish a standard work schedule and work week to week throughout the semester.