

# Journalism Internship (JOU4940) | Fall 2024 Syllabus

## Instructor

Jessica Marsh

## Email

**Primary:** Contact me through Canvas Conversations (Inbox).

**Secondary:** jmarsh@ufl.edu

## Office Location

Meetings are held via Zoom.

Meeting Room:

<https://ufl.zoom.us/j/5340690596>

## Office Hours

Drop-in hours are Tuesdays 2 – 4 p.m. Eastern. If another student is in the Zoom meeting room, you will be placed in the waiting room and admitted once that student leaves.

No office hours will be held on Sept. 17 or Dec. 3.

Office hours are subject to change with sufficient notice.

Contact me by email to schedule a meeting for a different time or date.

## Course Overview

You have enrolled in JOU4940 to seek academic credit for your internship. In addition to completing the work for your internship, you must complete the assignments in this class, receive a positive evaluation from your internship supervisor at the end of the semester, and work a specific number of hours at your internship to receive academic credit for your internship.

## Course Format & Instructional Methods

This course is delivered online in an asynchronous format. In other words, we have no scheduled meeting time. All assignments and their due dates are available to you at the start of the semester.

The course will be managed through the eLearning platform Canvas. You can access the course by logging into eLearning at <http://elearning.ufl.edu>.

## Required Texts

- No texts are required to complete the assignments in JOU4940.

## Weighted Grading Groups

- Four (4) Timesheet Submissions (20 points possible) – 5%
- Four (4) Discussion Posts (100 points possible) – 45%
- Five (5) Assignments (125 points possible) – 50%

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## Course Description and Expectations

You have opted to receive academic credit for your internship; therefore, you will need to demonstrate what you have learned through your internship. To demonstrate your learning, you are required to complete four discussion posts and four reflection papers.

I encourage you to keep a weekly journal of highs, lows, activities, and accomplishments each week of your internship. Such journal entries will help you when it comes time to write each reflection paper and discussion post. When allowed by your employer, you should keep copies of projects you work on and/or content that you produce during your internship for the Portfolio Sample assignment.

You are expected to work 60 hours at your internship for every academic credit you seek; 60 hours for one credit, 120 hours for two credits, and 180 hours for three credits. If you are concerned that you may not meet this requirement, please let me know as soon as possible. It is a good idea to keep track of the hours you work each week in case your supervisor reports you worked fewer than the required hours. I have provided a timesheet for you to track your hours, which you will submit periodically throughout the semester. Your supervisor should sign off on your hours.

Whether you receive a "satisfactory" or "unsatisfactory" mark in this course depends on whether you complete the coursework, how many hours you log at your internship, and how you perform at your internship. Your internship supervisor will evaluate your performance at the end of the semester when they complete the UF Department of Journalism Intern Evaluation Form.

If your supervisor does not complete the UF Department of Journalism Intern Evaluation Form when requested, you will receive an Incomplete (\*) for your internship. A grade change will be issued once your supervisor completes the survey.

When you log into the course on Canvas, please complete the Supervisor Contact Information assignment as soon as possible. I will use this information to contact your supervisor regarding your performance and adjust the due dates for your assignments if your internship starts later in the semester.

When you access the course on Canvas, you will see all assignments, discussion posts, etc., you have been asked to complete this semester. All due dates are posted.

If you have questions about these assignments, please reach out to me.

## Problems with Your Internship?

If for any reason you are uncomfortable during your internship, please notify me and/or Ted Spiker (tspiker@jou.ufl.edu), professor and chair of the Journalism Department. If you feel that the employer is violating the guidelines of the internship, or if there is something in the workplace that makes you uncomfortable, such as the behavior of your supervisor or a coworker we need to know. Please don't feel you need proof of wrongdoing before speaking with me and/or Ted Spiker.

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## POLICIES

### Contact Policy

The best way to contact me is through the Canvas email system. Monday through Thursday, I usually respond to emails within 48 hours. If you send an email to me on Friday, you may not receive a response until Monday.

Keep emails brief and focused. Include relevant details and information. For example, if you are requesting a deadline extension, what is the name of the assignment? How many extra days do you need to complete the assignment? What is the reason for the extension request? (Illness, family emergency, etc.). Include in the subject line of the email words that indicate what the email is about.

Office Hours. Drop-in hours are Tuesdays 2 – 4 p.m. Eastern. If another student is in the Zoom meeting room, you will be placed in the waiting room and admitted once that student leaves. Contact me by email to schedule a meeting for a different time or date.

Office Location. Meetings are held via Zoom. Meeting Room: <https://ufl.zoom.us/j/5340690596>

### Deadline Policy

You are expected to submit all assignments on time through Canvas. Deadlines are given in Eastern Standard Time. However, if you do not reside in the Eastern Standard Time zone, you can adjust the time zone to stay on top of dates and deadlines. See this [guide](#).

Late assignments are usually only accepted in cases of documented emergencies, family emergencies, illness, and documented technical issues. All other requests to submit an assignment late are considered on a case-by-case basis. You MUST email me, the instructor, either before an assignment is due or no more than 24 hours after an assignment is due if you wish for more time to complete the assignment.

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Any request to make up an assignment due to technical issues **MUST** be accompanied by the ticket number received from UF's e-learning Support Services or [UF's Computing Help Desk](#) when the problem was reported to them. The ticket number will document the time and date of the problem.

Assignments that I have approved for late submission will be assigned a new due date. You must complete the assignment by the new due date. If you do not complete the assignment by the new due date, you will receive a zero on the assignment.

You are responsible for checking to see whether your work has been submitted to Canvas. After you submit your work, information about your submission will appear. "I thought I had submitted the assignment," is not an acceptable excuse for missing a deadline. You will receive a zero if you submit the wrong assignment, an illegible document, or a document in the wrong file format and don't fix the issue before the deadline.

## **Submitting Work, Receiving Feedback, and Discussing Grade Policy**

You will submit your assignments through Canvas. Depending on the assignment, you will see feedback in one or more of the following ways:

- An assignment comment.
- A completed rubric.
- Free-form comments within a rubric.

Read "[How do I view assignment comments from my instructor? \(Canvas\)](#)" for assistance with viewing feedback.

***If you have specific questions or concerns about a grade on an assignment, you must email me within five days of the assignment being returned to discuss the grade.***

## **Grading Policy**

In addition to meeting the required number of hours at your internship, and your supervisor's evaluation of your performance, your grade in the course is also based on completing several activities throughout the semester.

Instructions will accompany each assignment and discussion board you need to complete. A rubric will be provided for most of the assignments; use the rubric as a checklist as you complete the assignment. Please ask questions if you need clarification on the assignment or how your work will be graded.

In this course, the final grade will either be an S "Satisfactory," U "Unsatisfactory," and on rare occasions an I\* or I "Incomplete." Review [UF's Grades and Grading Policies](#) for an explanation of grade points.

## **Notification Policy**

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I will communicate with the class and with you individually as needed. It is important that you log into Canvas daily to check for new announcements, check the Canvas Inbox, and review comments I've left on your assignments. You may set up alerts to forward messages directly to your UF email address. To adjust your notification settings in Canvas, [follow these guidelines](#).

## **Plagiarism & Academic Dishonesty Policy**

Plagiarism and cheating will not be tolerated. Any attempt to represent the work, ideas, or writing of someone else as your own is considered plagiarism and will result in failure of the assignment. This includes using writing generated by AI Systems such as ChatGPT. Willful and blatant incidents of plagiarism will be reported to your department chair AND the university's Dean of Students.

If you have any questions regarding this policy, ask me! "But I didn't know..." is not an excuse.

## **Course Technology Policy**

You will need reliable Internet access and a reliable computer with Microsoft Word (or other word-processing software that can generate a .doc or .docx file to write your reflection papers.

## **Netiquette: Communication Courtesy Policy**

All members of the class are expected to follow rules of common courtesy in all email messages and threaded discussions. This includes corresponding with your classmates as well as with me, your instructor.

## **University Policy on Accommodating Students with Disabilities**

If you are requesting [accommodation](#) for disabilities, you must first register with the [Disability Resource Center](#). The DRC will provide documentation to you which you must then provide to me when requesting accommodation. You must submit this documentation before submitting assignments. Accommodations are not retroactive; therefore, you should contact the office as soon as possible in the term for which you are seeking accommodations.

## **GETTING HELP**

For issues with technical difficulties with eLearning in Canvas, please contact the [UF Computing Help Desk](#) and E-learning Support Services at: Email: [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu) (or) [learning-support@ufl.edu](mailto:learning-support@ufl.edu); Phone: (352) 392-HELP (4357). Remember to get a ticket number if your technical problem is the reason you are requesting an extension on an assignment.

Consult the [Canvas Student Guide](#) on how to navigate and use Canvas as a student.

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Other resources are available at [UF Online](#) and [UF Distance Learning](#).

## ADDITIONAL COURSE INFORMATION

### Grading Scale (for Assignments in Canvas)

<b>A</b>	100% to 95%	<b>B -</b>	< 83% to 80%	<b>D+</b>	< 70% to 67%
<b>A -</b>	< 95% to 90%	<b>C+</b>	< 80% to 77%	<b>D</b>	< 67% to 63%
<b>B+</b>	< 90% to 87%	<b>C</b>	< 77% to 73%	<b>D -</b>	< 63% to 60%
<b>B</b>	< 87% to 83%	<b>C -</b>	< 73% to 70%	<b>E</b>	< 60% to 0%

### Course Schedule

Refer to “Course Summary” in Canvas for the most up-to-date information on when assignments are due.

Week(s)	Assignments
Aug. 22 - 24	Supervisor Contact Information Due
Aug. 25-31	Discussion Post: Introduction and Identifying Goals Post Due
Sept. 1-7	Discussion Post: Introduction and Identifying Goals Responses to Classmates' Posts Due
Sept. 8-14	Timesheet Submission 1 Due
Sept. 15-21	Reflection Paper 1 Due
Sept. 22-28	Discussion Post: Overcoming Learning Curves & Sharing Advice Post Due
Sept. 29-Oct. 5	Discussion Post: Overcoming Learning Curves & Sharing Advice Responses to Classmates' Posts Due
Oct. 6-12	Timesheet Submission 2 Due
Oct. 13-19	Reflection Paper 2 Due
Oct. 20-26	Discussion Post: Current Project(s) & Goals Post Due
Oct. 27-Nov. 2	Discussion Post: Current Project(s) & Goals Responses to Classmates' Posts Due

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Week(s)	Assignments
Nov. 3-9	Timesheet Submission 3 Due
Nov. 10-16	Reflection Paper 3 Due
Nov. 17-23	Discussion Post: Résumé & LinkedIn Entry Post Due
Dec. 1-4	1. Discussion Post: Résumé & LinkedIn Entry Responses to Classmates' Posts Due 2. Portfolio Sample and Reflection Due 3. Timesheet Submission 4 Due

## Disclaimer

This syllabus and course schedule represent my current plans and objectives. As we go through the semester, those plans may need to change. Such changes, communicated clearly, are not unusual and should be expected.

## Important Dates

Consult the [Undergraduate Catalog](#) for all dates and deadlines in Fall 2024, including drop/add.

Classes begin on August 22

Classes end on December 4

Final grades are available on December 18

UF Recognized Holidays:

Sept. 2: Labor Day; Oct. 18-19: Homecoming; Nov. 11: Veterans Day; Nov. 25-30: Thanksgiving Break

## CAMPUS RESOURCES

### Health and Wellness

- U Matter, We Care: If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care](#) website to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center: Visit the [Counseling and Wellness Center](#) website or call 352-392-1575 for information on crisis services as well as non-crisis services.
- Student Health Care Center: Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center](#) website.

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- University Police Department: Visit [UF Police Department](#) website or call 352-392-1111 (or 9-1-1 for emergencies)
- UF Health Shands Emergency Room / Trauma Center: For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; Visit the [UF Health Emergency Room and Trauma Center](#) website.
- GatorWell Health Promotion Services: For prevention services focused on optimal well-being, including Wellness Coaching for Academic Success, visit the [GatorWell](#) website or call 352-273-4450.

## Academic Resources

- E-learning technical support: Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- [Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources. Contact [April Hines](#), College of Journalism and Communications librarian.
- [Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352- 392-6420. General study skills and tutoring.
- [LinkedIn Learning](#), formerly Lynda.com, offers thousands of training courses.
- [Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- [UF JCA Communication Coaching Center](#)
- [UF Gatorlink VPN Service](#) provides secure remote access to the UF network.
- Student Complaints On-Campus: Visit the [Student Honor Code and Student Conduct Code](#) webpage for more information.
- On-Line Student Complaints: Contact [UF Online](#).