



## JOUR 507 SYLLABUS FALL 2017

This confirms you are enrolled in Journalism 507, Professional Practicum. For this course, you will complete an internship. For one hour of credit, the student works 40 hours unpaid over the course of the semester. For two hours of credit, the student works 80 hours unpaid. For three hours of credit, the student works 120 hours. The details are below.

Business: Provide name here. Supervisor: Provide name here

If any of the information above is incorrect, notify my office immediately at (785) 864-7630. You must also be registered with the Journalism Career Center.

To complete your requirements, you must submit a **one-page update** (double space) on the internship by October 1. At the completion of your internship, you must prepare a **four-page report** (double space) on your experience and an **update to your LinkedIn profile and resume**. You will also provide **five work samples** to the J-School Career Center and **participate in an exit interview** with your internship supervisor. Your report should provide information that will be useful to the School and future interns. Submit your report and work samples in an 8 x 11 envelope or email electronically in PDFs to [steve\\_rottinghaus@ku.edu](mailto:steve_rottinghaus@ku.edu) by Dec. 7. Please include the following in your internship reflection:

- Your name/company name
- Internship dates
- Description of the company and its organizational structure
- Products or services the company provides
- Your duties and responsibilities
- What you learned
- How this related to your J-school education
- J-school courses that proved helpful
- Recommendations to future students who are interested in this internship

Your J507 grade of Satisfactory or Unsatisfactory will be based on this report, your work samples and your employer's evaluation. I look forward to reading about your experience.

Sincerely,

Steve Rottinghaus, Career and Outreach Coordinator