

Ryerson University School of Journalism

--- JRN 850: Undergraduate Internship ---

W2019 Course outline

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Office location: RCC 105 (inside the *Ryersonian* newsroom)
Office hours: by appointment

JRN 850 Calendar description:

Internships in journalism and related industries take many forms and occur in many environments. These environments range from traditional daily newsrooms such as the CBC, CTV, The Globe and Mail and others, to newer players such as The Huffington Post, Bell Media, OpenCanada.org, TSN digital, Daily Xtra and many more. As well, students may find placements in areas such as digital media and marketing, content creation, and publishing.

Departmental consent required

GPA Weight: 1.00

Billing Units: 2.5

Nothing ever becomes real until it is experienced.

-- John Keats (1795-1821)

As a senior journalism student, you have studied the tools of the craft at an advanced level. Now you have the opportunity to show what you can do: to understand what's expected of you, and observe what happens in a professional work place.

Internship placements should reflect a student's interests and experience. Most are arranged before the semester begins and are undertaken in fall, winter and summer. They can run either 12 weeks part time, enabling the student to complete other course work concurrently, or six weeks full time.

The minimum total hours required: 210.

The School of Journalism must approve all internships.

Once your placement is confirmed, please consider it an ironclad commitment.

Remember, for as long as your internship lasts, **it is your job**. If you can't get to work because you are sick, or have a genuine personal emergency, you must tell your workplace supervisor. Please inform me too. Similarly, if a disability or religious observance needs to be accommodated, **it's your responsibility** to inform your employer and me well in advance.

Unfortunately, under Ontario law, internships for academic credit may be unpaid. Where there is some kind of payment it may not necessarily be in the form of a paycheque, but may be instead a stipend, such as perhaps TTC fare, or a small lump-sum payment at the end.

If you have any concerns about your assigned workplace, the way you are being treated, or the work you're asked to do, please raise those concerns immediately with me. You remain covered by Ryerson's policies throughout your internship, which include working in an environment characterised by mutual respect.

As well, Ontario law protects you from unsafe work and gives you three important rights:

- 1) You have the **right to know** about any hazards at your job and how you can protect yourself;
- 2) You have the **right to participate** in making sure your job and your workplace are safe and healthy;
- 3) You have the **right to refuse unsafe work**. No one – not your boss, not your supervisor, not your co-workers – can force you to do a job that is unsafe.

In the unlikely case of any injury to you, you are covered by either the provincial insurance scheme that covers interns working toward academic credit (known as WSIB), or privately through Ryerson.

You will be required to complete provincially-mandated “work safety training”, delivered through a series of online modules. These modules are accessed through FIT (see next section).

If you are leaving Canada to do an overseas placement, you face additional requirements in terms of safety training and other well-being measures. These are mandatory. Details on the Ryerson International website:

<https://www.ryerson.ca/ri/>

(click “Global Learning”, then “Internships and Placements” as well as “Risk Management Steps”.)

FCAD Internship Tracker (FIT):

All schools in FCAD that offer internships (which is every school except Performance) use the FIT interface to manage the administration and assessment functions. FIT keeps track of the documents (insurance, letter of agreement between employer and student, etc.) that you are legally required to be aware of and attend to. Some are simply FYI, others need your signature, others require the signature of your placement employer, and one of them (“Letter of Agreement”) must be signed by both of you at the same sitting. Before the start of your placement you will download these documents, procure the necessary signatures, and then upload the documents back onto FIT. (If it is impossible to do this *before* your placement, due to geography or other factors, it is permissible to complete the upload of the signed documents on the first or second day of your placement).

As well, toward the end of your placement, FIT will prompt your employer to assess your work. FIT will provide the form, and the employer will fill it out and upload it. FIT will alert you when you can see it.

Learning outcomes

Upon completion of this course and the placement, the student will have acquired certain knowledge and skills, including but not limited to:

Before the internship:

- how to research potential internships, making approaches to those that appeal and interviewing for one or more;

During the internship:

- how to communicate clearly, openly, and appropriately with supervisor and workplace colleagues;
- how to contribute ideas to workplace production or output;
- how to execute these ideas (where the opportunity exists to do so), or other appropriate tasks as requested;
- how to think creatively, take initiative, and demonstrate resourcefulness;
- how to be receptive to constructive criticism and professional mentorship;
- how to show up on time and put in the required hours;
- how to comport oneself as a professional in all ways appropriate to the particular workplace (if guidance in this area is required, kindly enquire of your workplace supervisor).

After the internship:

- how to communicate what you learned from your experience through self-reflection (on FIT) and the completion of assignments (see following).

Assignments:

**** NB: JRN 850 is a PASS/FAIL course ****

1) Workplace evaluation (60%)

Your workplace supervisor will complete an evaluation form at the end of your placement. You must ensure the supervisor's contact information has been entered correctly on FIT, as it is the person you have named there who will receive an auto-prompt to complete the evaluation.

2) Choose ONE of the following: (20%)

- i) Create from your internship experience a section to add to the online portfolio you are building for future prospective employers. Think of it as a bit of personal branding for your professional website (i.e., the one you allow prospective employers to link to, or will in future). Use your online skills and knowledge, plus some creativity in online production, and get some extra bang out of your internship buck. Meaning: make it into something that might help you get a job later on.

- ii) Create an infographic that reflects the work you did during your placement.

3) Short review of your placement (20%)

This assignment has two functions of equal importance:

i) Quality control. If your placement fell short of your expectations, I want to know how and why. Placement employers have certain obligations to their student interns, and I need to know these obligations are met. Conversely, perhaps you had a fantastic placement in which you learned tons of stuff and made friends and contacts! I want to know that too.

ii) It's also a way for you to pay it forward: we'll make these reviews available (anonymously) on the internship website. Students coming after you will appreciate your frank and honest comments as they scope out potential placements for themselves.

- Word count: not more than 100.

In general

I am looking for **professionalism** and evidence that you have learned from the experience, no matter how it went. You will probably have a great experience, **but even if you don't**, that won't necessarily have a negative impact on your mark in the course. However, your mark will be affected (and not in a good way) if it is evident that you haven't fulfilled your side of the professional commitment. And be aware of something called "Policy 156", which means you can be pulled out of a placement for unprofessional behaviour, as determined by the placement employer in consultation with the internship coordinator.

RYERSON UNIVERSITY

POLICY OF SENATE

REMOVAL OF STUDENTS FROM FIELD PLACEMENTS/PRACTICUMS

Policy Number: 156

Submitted by: Provost and Vice President Academic

Approval Date: November 5, 2002

Responsible Office: Provost and Vice President Academic

Ryerson University reserves the right, at any point during a program, to remove a student from a field placement/practicum (placement), in a situation in which clients or others are placed at risk, or when the student engages in persistent or significant unprofessional behaviour. As per procedures outlined in the Student Code of Academic and Non-Academic Conduct, which shall be invoked, students may appeal the decision. In this case, however, a student may not remain in the placement during their appeal.

The Departments and Schools with such placements must develop both a Student Code of Professional Conduct and procedures related to this policy. This information must be published in student or placement handbooks, program websites, and/or relevant course outlines to ensure accessibility by faculty, students, placement managers/ coordinators, preceptors or other professionals who are mentoring students.

This policy does not apply to cooperative placements or internships.

email accounts:

"Your Ryerson e-mail account is the only means by which you will receive university communications."

That's the policy, period. If you miss emails from me or from the university, that's 100% on you.

etc.

Please familiarise yourself with the information contained in the following paragraphs regarding academic integrity, religious accommodation, etc. I realise some of what follows is not really applicable to internships *per se*, but nonetheless JRN850 is a course, and is governed by the same university policies as every other course.

University policies:

Missed Classes and/or Evaluations

When possible, students are required to inform their instructors of any situation which arises during the semester which may have an adverse effect upon their academic performance, and must request any consideration and accommodation according to the relevant policies as far in advance as possible. Failure to do so may jeopardize any academic appeals.

- *Health certificates* – If a student misses the deadline for submitting an assignment, or the date of an exam or other evaluation component for health reasons, they should notify their instructor as soon as possible, and submit a Ryerson Student Health Certificate AND an Academic Consideration Request form within 3 working days of the missed date. Both documents are available at www.ryerson.ca/senate/forms/medical.pdf. **If you are a full-time or part-time degree student, then you submit your forms to your own program department or school; otherwise, you submit your forms at the front desk of the Chang School of Continuing Education.**
- *Religious, Aboriginal and Spiritual observance* – If a student needs accommodation because of religious, Aboriginal or spiritual observance, they must submit a Request for Accommodation of Student Religious, Aboriginal and Spiritual Observance AND an Academic Consideration Request form within the first 2 weeks of the class or, for a final examination, within 2 weeks of the posting of the examination schedule. If the requested absence occurs within the first 2 weeks of classes, or the dates are not known well in advance as they are linked to other conditions, these forms should be submitted with as much lead time as possible in advance of the absence. Both documents are available at <http://www.ryerson.ca/senate/forms/reobservforminstr.pdf>. **If you are a full-time or part-time degree student, then you submit the forms to your own program department or school. If you are a certificate or non-certificate student, then you submit the forms to the staff at the front desk of the Chang School.**
- *Academic Accommodation Support* – Before the first graded work is due, students registered with the [Academic Accommodation Support office](#) (AAS) should provide their instructors with an Academic Accommodation letter that describes their academic accommodation plan.

Academic Integrity

Ryerson's [Policy 60 \(the Academic Integrity policy\)](#) applies to all students at the University. Forms of academic misconduct include plagiarism, cheating, supplying false information to the University, and other acts. The most common form of academic misconduct is plagiarism – a serious academic offence, with potentially severe penalties and other consequences. It is expected, therefore, that all examinations and work submitted for evaluation and course credit will be the product of each student's individual effort (or an authorized group of students). Submitting the same work for credit to more than one course, without instructor

approval, can also be considered a form of plagiarism.

Suspensions of academic misconduct may be referred to the Academic Integrity Office (AIO). Students who are found to have committed academic misconduct will have a Disciplinary Notation (DN) placed on their academic record (not on their transcript) and will normally be assigned one or more of the following penalties:

- A grade reduction for the work, ranging up to and including a zero on the work (minimum penalty for graduate work is a zero on the work)
- A grade reduction in the course greater than a zero on the work. (Note that this penalty can only be applied to course components worth 10% or less, and any additional penalty cannot exceed 10% of the final course grade. Students must be given prior notice that such a penalty will be assigned (e.g. in the course outline or on the assignment handout)
- An F in the course
- More serious penalties up to and including expulsion from the University

The unauthorized use of intellectual property of others, including your professor, for distribution, sale, or profit is expressly prohibited, in accordance with Policy 60 (Sections 2.8 and 2.10). Intellectual property includes, but is not limited to:

- Slides
- Lecture notes
- Presentation materials used in and outside of class
- Lab manuals
- Course packs
- Exams

For more detailed information on these issues, please refer to the [Academic Integrity policy](#) and to the [Academic Integrity Office website](#).

Important Resources Available at Ryerson

- [The Library](#) provides research workshops and individual assistance. Inquire at the Reference Desk on the second floor of the library, or go to www.ryerson.ca/library/info/workshops.html
- [Student Learning Support](#) offers group-based and individual help with writing, math, study skills and transition support, and other issues.

(Winter, 2019)