



## **Boston University Study Abroad London**

### **Boston University Study Abroad Journalism Internship Tutorial Spring 2013**

#### **Instructor Information**

A. Name

#### **Aims and Objectives**

The object of these meetings will be to make connections between students' internships and what they are learning in their core and elective courses. The tutor may be able to offer advice and guidance on matters arising during the tutorials.

#### **Assignments**

Written assignments will be graded on the basis applied to the academic course. Internships will be assessed as follows:

**Assignment 1: 10% of final grade** [1000 – 2000 words]. Students will be required write a succinct description of the company or organisation and to keep reflective logs about their work.

Deadline: This work will be submitted in class on **Monday 11<sup>th</sup> March**

**Assignment 2: 50% of final grade** [1500 – 2000 words]. Placement Project

Deadline: This work will be submitted in class on **Monday 8<sup>th</sup> April**

**Assignment 3: 30% of final grade** [2000 – 2500 words]. A reflective analysis of the student's internship host organisation and reflective conclusions about the internship experience.

Deadline: This will work will be submitted by **Monday 22 April** to the Student Affairs Office.

**Assignment 4: 10% of final grade.** Attendance and participation in all the Internship Tutorials.

To make this system work successfully students must be prepared to bring to the tutorials concrete issues to discuss and topics to be considered. The tutor will do his best to be helpful and constructive concerning matters arising.

The tutorials will also provide opportunities for helping students plan their written work on a sustained basis, and thus avert the need for hurried, last minute submissions.

As well as meeting with students at tutorial sessions the tutor will normally be available for consultation via email throughout the Internship Phase.

#### **Attendance Policy**

#### **Classes**

All Boston University London Programme students are expected to attend each and every class session, tutorial, and field trip in order to fulfill the required course contact hours and receive course credit. Any student that has been absent from two class sessions (whether authorised or unauthorised) will need to meet with the Directors to discuss their continued participation on the programme.

#### *Authorised Absence:*

Students who expect to be absent from any class should notify a member of Academic Affairs and complete an Authorized Absence Approval Form 10 working days in advance of the class date (except in the case of absence due to illness, for which students should submit the Authorised Absence Approval Form with the required doctor's note as soon as possible). **Please note: Submitting an Authorised Absence Approval Form does not guarantee an authorised absence**

Students may apply for an authorised absence only under the following circumstances:

- Illness, supported by a local London doctor's note (submitted with Authorised Absence Approval Form).
- Important placement event that clashes with a class (verified by internship supervisor)
- Special circumstances which have been approved by the Directors (see note below).

**The Directors will only in the most extreme cases (for example, death in close family) allow students to leave the programme early or for a significant break.**

#### *Unauthorised Absence:*

Any student to miss a class due to an unauthorised absence will receive a **4% grade penalty** to their final grade for the course whose class was missed. This grade penalty will be applied by the Academic Affairs office to the final grade at the end of the course. As stated above, any student that has missed two classes will need to meet with the Directors to discuss their participation on the programme as excessive absences may result in a 'Fail' in the class and therefore expulsion from the programme.

#### *Lateness*

Students arriving more than 15 minutes after the posted class start time will be marked as late. Any student with irregular class attendance (more than two late arrivals to class) will require a meeting with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.

### **Grading & Attendance**

Please refer to the Academic Handbook for detailed grading criteria, attendance requirements and policies on plagiarism: <http://www.bu.edu/london/current-semester>

### **Readings**

Some readings may be posted on the course webpage: <https://lms.bu.edu> (you must log in to view these items)

**Assignment 1: 10% of final grade** [1000 – 2000 words]. Students will be required to write a succinct description of the company or organisation and to keep reflective logs about their work.

**Deadline: This work will be submitted in class on Monday 11<sup>th</sup> March**

a) Research, observe and write a description of your internship host company. Aside from identifying the company's name, and principal functions and the media with which it is generally associated, present a brief account of the background or historical development and current activities of the organisation. From where, what sector and from whom does the company generally derive its income, e.g. personal advertising; providing written or graphic material to corporate clients or perhaps generating news items for a parliamentary news website?

What status does the company enjoy? Is it wholly independent or a subordinate part of a bigger organisation or network or is it associated with an interest group? Where does it currently figure in the sector with which it may most readily be identified, e.g. freesheet; BBCTV (Public Service Broadcasting); leisure/lifestyle magazine? In responding to these points, you may find it useful to examine the host internship organisation's annual report, published profile or the trade press for readership/audience measurement and trends e.g. BARB, JICTAR, ABC data.

What is distinctive about the image, design or character of the service or publication/s with which the organisation is most closely identified? Who are the people responsible for generating, developing, editing or communicating graphic and written/broadcast copy? In-house staff or does the organisation rely on work commissioned from individual freelancers or agencies?

b) Write a weekly log that provides a clear idea of your expectations and (very briefly) your induction/introduction; line manager and colleagues; your immediate working environment (personal space, facilities, equipment, general ambience or work protocols) and first impressions. Though you may comment about your subjective reactions (e.g. to the pace at which work appears to proceed or the manner in which tasks are addressed by colleagues), try not to produce an unrefined, plodding narrative. Instead, think about your responsibilities or the kind of projects with which you have been engaged; the level and nature of your contribution; the extent to which your practical or decision-making skills have been tested.

Outcomes – analyse and reflect what you have learned about yourself, your colleagues, the work place/work culture and perhaps the host internship organisation's product/s, service, clients or customers.

**Assignment 2: 50% of final grade [1500 – 2000 words]**

**Deadline: This work will be submitted in class on Monday 8<sup>th</sup> April**

Students will undertake a Placement Project to be pre-agreed with the tutor. This may be either a piece of work created during the internship or a research paper or creative project connected with the sector or industry.

- a) The Placement Project offers students the opportunity to demonstrate their creative ability and writing skills - a chance to carry out an in-depth piece of research of portfolio quality into an aspect of journalism which interests them and to work independently under the guidance of the tutor.
- b) Students can select their own topic, frame it in the way they want and select the most appropriate primary and secondary sources. Students can use the research not only to gain insight into a particular topic but perhaps also to contact and question journalists working in the industry to find out what is really going on and to engage in networking.
- c) Unless it is self-evident, the Placement Project should clearly indicate the intended target audience/readership and where sources are not acknowledged in the text, end notes should be used. Aside from the quality of writing, in general credit will be given for originality and presentation, as well as evidence of research and care taken with planning, construction, clarity and organisation of the subject matter. Where appropriate, graphic

images, including photographs may be used but must be integrated and linked with accompanying text.

- d) **By Monday 5<sup>th</sup> November, students should inform the tutor via e-mail about the nature of the topic they will be writing for Assignment 2.**

**Assignment 3: 30% of final grade [2000 – 2500 words]**

**Deadline: This will work will be submitted to the Student Affairs Office by 12.00 noon on Monday 22<sup>nd</sup> April.**

This assignment requires students to write: a) A reflective analysis of the student's internship host organisation and b) Reflective conclusions about the internship experience.

Both elements of Assignment 3 involve writing a scholarly report, recognising, contextualising, analysing and evaluating the student's internship experience.

Students will be expected to indicate what they have learned about the immediate environment, work culture, routine operations and general performance of the internship host organisation. These findings may be contextualised in a number of ways, depending student's prior experience and knowledge; the nature of the host internship organisation and associated media, communications or services.

Whether norm and value-referenced or a performance-related appraisal is adopted, credit will be awarded for the integration of illustrative or corroborative references from published works, including books, scholarly articles, reports or media trade publications. Consideration should be given to texts and ideas encountered in the Journalism Core Course.

Student self-assessment may embrace a range of issues but it must be linked with a carefully argued analysis and conclusion about the organisation's role and achievement, or non-achievement of its objectives. The conclusions deduced should be based on factual material, quotes and or interviews with fellow co-workers. This assignment may embrace a range of issues but it must:

1. Summarize the work done by you and the organisation during your placement.
2. Compare your British experience to its American counterpart, based on your experience, reading and/or coursework in the field. Do cultural differences account for differences in style or job performance? Influence of the European Union (EU)?
3. Include your perception of the strengths and weaknesses of the organization
4. Put your placement into context via an analysis of current events (for example, what are the effects of the world economic slowdown on the market in which your host organisation operates.)
5. Put yourself in the role of consultant: What recommendations would you make to the organisation?
6. Express your personal conclusions about the placement, in terms of what you have learned and achievements. Refer to the personal objectives and observations that you included in Assignment 1.

NOTE:

\* This section MUST NOT be a first person stream-of-consciousness account of the placement

\* It should not be a summary of a specific work project

\* Footnote and properly cite (MLA) all sources, including interviews and include a bibliography

\* Check your grammar and spelling

\*Patients and clients anonymity should be protected if required by your placement e.g.: Patient A was admitted to the John Meyer ward suffering from a severe case of psychosis

ASSIGNMENT 3 SHOULD BE NO LONGER THAN 2500 WORDS