



Boston University Study Abroad London

Boston University Study Abroad Journalism Internship Seminar Spring 2016

Instructor Information

A. Name	Julian Putkowski
B. Days and Times	Seminar 1: Wednesday 10 th February, 5.30-7.00 pm Seminar 2: Monday 7 th March, 6.15-7.45pm Seminar 3: Monday 4 th April, 6.15-7.45pm
C. Location	Seminar 1: George & Peto Room, Harrington Gardens Seminars 2 & 3: Prince Consort Room, Harrington Gardens
D. BU Telephone	020 7244 6255
E. Email	jjputkowski@msn.com
F. Office hours	By appointment

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 Seminars.

Assignments

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

Assignment 1: 30% 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 7th March.

Assignment 2: 30% of final grade [1500 – 2000 words]. Placement Project
Deadline: This work will be submitted in class on Monday 4th April.

Assignment 3: 30% of final grade [2000 – 2500 words]. A reflective analysis of the student's internship host organisation and conclusions about the internship experience.
Deadline: This will work will be submitted by 1.00 pm on Monday 18th April to the Student Affairs Office.

Assignment 4: 10% of final grade. Attendance and participation in all the Internship Seminars. To make this system work successfully students must be prepared to bring to the Seminars concrete issues to discuss and topics to be considered. The tutor will do his best to be helpful and constructive concerning matters arising.

The Seminars 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 Seminar sessions the tutor will normally be available for consultation via email throughout the Internship Phase.

Grading

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

** Final Grades are subject to deductions by the Academic Affairs Office due to unauthorised absences.*

Attendance

Classes

All Boston University Study Abroad London Programme students are expected to attend each and every class session, Seminar, and field trip in order to fulfil 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 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 be required to meet with the Assistant Director of Academic Affairs and if the lateness continues, may have his/her final grade penalised.

Assignments

Assignment 1: 30% 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 7th 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: 30% of final grade [1500 – 2000 words]

Deadline: This work will be submitted in class on Monday 4th 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 16th March, students must inform the tutor via e-mail about the nature of the topic they will be writing for Assignment 2. Failure to inform the tutor by Monday 16th March will have a negative impact on the grade for this assignment.**

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

Deadline: This will work will be submitted to the Student Affairs Office by 1.00pm on Monday 14th March

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 your host 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 distinctions account for differences in style or job performance? Influence of Globalisation or the European Union (EU)? If your internship

involved working independently, comment on the experience of independent working.

3. Include your perception of the strengths and weaknesses of the organization. If your internship has involved independent working, in what ways have your time management, creative inspiration and (sic) journalistic skills been enhanced or challenged?.

4. Put your placement into context via an analysis of current events. For example, what are the effects of economic slowdown or recovery on the sector or market in which your host organisation operates. If your internship has involved working independently, drawing on your experience, in what ways do you consider individual autonomy empowers or disempowers individuals working in a changing economic environment?

5. Put yourself in the role of consultant: What recommendations would you make to the organisation? If you have been working independently, what advice would you offer to someone considering freelance or independent work?

6. Express your personal conclusions about the placement, in terms of what you have learned and achievements. Feel free to refer back to the personal objectives and observations that you included in Assignment 1.

NOTE:

* This section MUST NOT be entirely a first person stream-of-consciousness narrative of the placement

* It should not be confined to one specific work project

* Footnote and properly cite (MLA) all sources, including interviews and if appropriate, it should 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 MUST BE NO LONGER THAN 2500 WORDS