

**New York University**  
Arthur L. Carter Journalism Institute  
Syllabus JOUR-UA 980 Sect. 1  
**Internship in Journalism**  
**Spring 2021**  
Professor: Sylvan Solloway

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### **Course Description**

Journalism internships are a way for students to extend their education beyond the classroom and gain valuable real-world experience that might lead to a career. Credit internships must involve journalistic training under proper supervision in the editorial or production department of an established news organization. If you are taking a credit internship, you must enroll in the internship course offered by NYU Journalism. Most students have a maximum of 4 internship credits to use during their studies. The internship class is available for variable credit. At the time of registration, students can elect to earn 1, 2, 3 or 4 credits for the course.

We will communicate with you through NYU Classes throughout the semester, and it is your responsibility to read your NYU emails and upload your assignments on time. Call or email us if you need to discuss any situations at your internship. We want to know as soon as possible, and help you navigate any on-the-job challenges.

### **Learning Objectives**

In this course, students will:

- Demonstrate awareness of journalism's core ethical values
- Gain experience navigating within a professional journalism organization.
- Demonstrate critical thinking, independence, and creativity appropriate to the role of journalism in a democratic society
- Interview subjects, conduct research, and evaluate information
- Work ethically in pursuit of truth, accuracy, fairness, and diverse perspectives
- Use technological tools and apply quantitative concepts as appropriate

## Course Structure

Students taking a credit internship in the Spring should intern a minimum of 10 hours per week, but no more than 20 hours. Discuss start and end dates with the job-site supervisor and confirm with career services.

During the Spring semester, you also must attend a mandatory class where students participate in a group discussion. Our office will contact you through NYU Classes once the semester starts with details on how to sign up for the class held virtually via Zoom.

**Missing days at your internship:** You're expected to remain in contact with your supervisor via phone, email or Zoom on your scheduled days.

Contact Career Services immediately if you stop reporting to your internship. Taking time off is acceptable, but should be cleared with your employer first and discussed with career services. If you're sick, you need to notify your internship supervisor by phone and email as soon as possible. (Don't simply send an email and assume that's okay.) Make sure you communicate with your internship supervisor about any assignments you're working on and how they can be completed when taking time off. Let Career Services know if you ever miss more than two consecutive days of your internship.

**Discussing problems at your internship:** Career Services is available to help you develop strategies for success, or sort through problems at your internship. Your communication is important. It's one of the best ways we have of monitoring student experiences inside the media organizations — so don't hesitate to contact Career Services — especially if you're being asked to do a disproportionate amount of administrative work, or experiencing any threatening or harassing behaviors from a supervisor or colleague. Please write "Urgent" in the subject heading of such an email. Call us if you don't hear back from an urgent email within 24 to 48 hours.

Please note that the Title IX Office also has resources available should you have concerns with sex discrimination, sexual harassment, sexual violence, or sexual misconduct:

<https://www.nyu.edu/about/policies-guidelines-compliance/equal-opportunity/title9.html>

We can work with you regarding your credit and grade if you need to terminate an internship early.

## Course Requirements

Students are expected to write two essay "log" assignments and turn them into NYU Classes in a timely manner (instructions can be found at the end of this syllabus.)

*(Note: Do not assume you will automatically pass this course because you show up for your internship every day and hand in your assignments. To pass you need to do well in your internship, write thoughtful well-written essays and contribute to the mandatory class discussion.)*

## **Grading**

UNDERGRADUATE STUDENTS will receive a Pass/Fail grade for the internship class. Remember Pass/Fail grades cannot count toward your journalism major. The points go toward your overall degree.

Final grades will be calculated as follows:

Essay assignment due dates, Spring 2021:

- Log 1 – Monday, March 8 – *30% of Grade*
- Log 2 – Monday, April 26 – *20% of Grade*

Make note of these deadlines and email [sylvan.solloway@nyu.edu](mailto:sylvan.solloway@nyu.edu) if you need an extension for medical reasons or other special circumstances.

- Supervisor Evaluation – *50% of Grade*

We will reach out to your supervisors for evaluations towards the end of the semester. Students are allowed to see their evaluations, unless the supervisors request otherwise.

Your grade will be based on the quality/timeliness of your essays and your supervisor's evaluation.

## **Submitting Your Work**

For this course, you will need to upload your assignments via NYU Classes. It is important that you save the assignment on your computer as a Microsoft Word document. Log one should be called LastNameFirstName1.doc and Log 2 should be called EmployerYourLastName2.doc.

## **Headers**

Include the following header on each of your assignments:

Last name, first name  
Status: Junior, double majoring in History  
Employer: The Village Voice (Film Section)  
Semester: Spring 2021  
Word Count: 519

## **Writing Your Log 1 Essay**

Your first assignment is a 500 to 600-word first-person reflection on your internship. This paper is an opportunity to demonstrate what you have learned about journalism from your experience so far and reflect on how it alters your outlook on the field.

Papers will be judged on the quality of writing:

- structure (How well is your paper organized?)
- content (What are the details of your internship?)
- style (Is your paper clear and concise?)
- transitions (Do you tie together different parts of your log?)
- and professionalism (Are there grammatical errors, misspellings, run-on or incomplete sentences? How closely did you stick to the assigned word count?)

Potential talking points for your LOG 1:

- What insight or ideas do you have about journalism, based on your internship?
- How did you handle your assignments?
- What have you learned about the company — and the goals of your specific division? What particular challenge does the company face today or in years ahead?
- Describe examples of how you've shown initiative.
- How has your impression of the internship or your co-workers changed?
- In what ways have you shown initiative and what is your strategy to succeed for the remainder of your internship?
- How does this internship compare to your previous journalism experience?
- What particular skills are you learning, or do you wish you had learned prior to this internship?
- If you encountered any problems at your internship, how have you dealt with them?
- Success stories or bylines?
- Have you been given any positive or constructive feedback? Do you want more?
- Conclusion/Plans to succeed through the remainder of your internship?

### **Writing Your Log 2 Student Internship Review**

Your final assignment is a brief review (less than 200 words) of your internship. It is written for other students interested in that internship, and tells them what to expect.

LOG 2s will be available as a reference for students next semester. Once they are edited, all Log 2s will be anonymous (so please do not identify editors or other staff by name). And be honest.

In your review, include a description of what the publication/show does as well as your internship duties.

When writing your LOG 2, it may be helpful to think about the following talking points:

- Do you recommend this internship to other students? Explain.
- How much time did you spend on various tasks, including grunt work?

- What is the potential for pitching and getting clips? (Do you have any advice on how to pitch this particular outlet or suggestions for how future interns can succeed?)
- How does this internship compare to others you may have done?

**Accommodations**

Students with disabilities that necessitate accommodations should contact and register with New York University's Moses Center for Students with Disabilities (CSD) at 212-998-4980 or [mosescsd@nyu.edu](mailto:mosescsd@nyu.edu). Information about the Moses Center can be found at [www.nyu.edu/csd](http://www.nyu.edu/csd). The Moses Center is located at 726 Broadway on the 2nd floor.

**Diversity & Inclusion**

The Institute is committed to creating an inclusive learning environment. The Institute embraces a notion of intellectual community enriched and enhanced by diversity along a number of dimensions.