

PRACTICUM

JEM 492 (1, 1)

School of Journalism & Electronic Media
333 Communications Bldg.
Knoxville, TN 37996-0333

Description: This practicum is designed to provide students with hands-on experience in the field of journalism and electronic media. Students will work on real-world projects, such as writing news stories, conducting interviews, and producing video news reports. The practicum is a required component of the JEM major and is completed over the course of two semesters. Students will be supervised by a practicum coordinator and will receive credit for the course upon successful completion. The practicum is designed to be a challenging and rewarding experience that will prepare students for the professional world of journalism and electronic media.

Objectives:

- 1) Give students “real world” experience in meeting the professional standards demanded by the media
- 2) Provide students with practical experience needed for finding a job
- 3) Network with professionals so that you have references when you graduate.

Prerequisites: JEM Major with 18 hours completed in JEM courses, or consent of practicum coordinator. Students are required to have completed at least one upper division skills course in the area in which they wish to complete a practicum. For instance, if you want to gain a practicum in TV news you will need to be enrolled in JEM 411 or have completed it. If you wish to work in sales or promotions, you need to have completed JEM 320 and 420. If you wish to work in print media, you need to have completed JEM 333 and one writing course beyond 200. Students should be juniors with at least 60 total hours completed before enrolling in JEM 492.

Requirements:

- 1) All majors are required to take one credit hour of practicum. (JEM 492 may be repeated but only 1 hour counts toward graduation)
- 2) Only journalism and electronic media majors may earn credit in JEM 492.
- 3) **One Credit Hour=150 work hours of meaningful work MINIMUM.** Minimum Hours are an absolute cutoff between a “Passing” and “Incomplete” Grade. This averages to 10 hours a week for 15 weeks or 15 hours a week for 10 weeks or some amount in between depending on when you start your assignment.

Meeting: Students who have registered or plan to register for JEM 492 MUST attend the beginning of the semester meeting.

Before Starting Your Practicum:

- 1) Applying for the practicum is a two-step process.
 - a. Application for Practicum: You must first complete the “Practicum Application” form available in the JEM office. Once you are approved you will be eligible to register for practicum credit (JEM 492.) You must register for JEM 492 before the last day to add a class(Please check UT calendar for date.) It is your responsibility to meet this deadline – reminders will not be sent. **Approval to register does not mean you have approval to start your practicum.**
 - b. You will be assigned to a practicum by Dr. Swan, depending on your qualifications. You must begin within two weeks of your assignment.

Completing Your Practicum:

Practicum Portfolio: You are required to turn in a “Practicum Portfolio” on the last day of classes. The portfolio should contain the following elements (STAPLED TOGETHER – DO NOT USE A FOLDER:)

A. **Cover Sheet:** Includes course number and name, your name, name of company, supervisor name, starting and ending dates of practicum, semester registered for credit.

B. **Report:** A minimum of two pages (maximum of three pages) double-spaced, 12-point font report describing 1) your job assignment, 2) what you learned, 3) your likes and dislikes. The report will be used to evaluate your experience and employer for the benefit of future students. Please be frank. You will not be graded on your opinions. The report must be well written and free of typos. Poorly written reports will be returned to you and an “incomplete” will be given for the course.

C. **Time Sheet:** Please fill out the attached time sheet. No other form of time sheet will be accepted. Your supervisor must initial your time worked each week and must sign at the bottom confirming total hours

worked. The form must be filled out neatly and legibly and TOTAL hours worked must be calculated.

It is strongly suggested that you keep a journal of your practicum to refresh your memory when writing your report. DO NOT TURN IN YOUR JOURNAL.

Grades: Satisfactory/No Credit/Incomplete. Your grade is based on 1) your supervisor's written evaluation of your overall performance, reliability, work habits and attitude, 2) on the practicum instructor's evaluation of the type of work you performed, and 3) on your final report. A "No Credit" grade will be given to students who fail to turn in their portfolio.