



JOUR 507 SYLLABUS SPRING 2018

Hello, KU STUDENT,

This letter confirms you are enrolled in Journalism 507, Practicum in Journalism, for 3 credit hours. For 3 hours, you must work at least 120 hours for the duration of the semester. For 2 credit hours, you must work at least 80 hours. For 1 hour, you must work at least 40 hours. The details are below.

Supervisor: Insert Name

If any of the information above is incorrect, notify my office immediately at steve_rottinghaus@ku.edu or (785) 864-7630.

To complete your requirements, you must submit a **one-page update** (double space) on the internship by Feb. 15. At the completion of the internship, submit a **four-page report** (double space) on your experience and an **update to your LinkedIn profile and resume**. You will also provide **five work samples** to the J-School Career Center and **participate in an exit interview** with your internship supervisor. Your report should provide information that will be useful to the School and future interns. Submit your report and work samples in an 8 x 11 envelope or email electronically in PDFs to steve_rottinghaus@ku.edu by May 3, 2018. Please include the following in your internship reflection:

- Your name/company name
- Internship dates
- Description of the company and its organizational structure
- Products or services the company provides
- Your duties and responsibilities
- What you learned
- How this related to your J-school education
- J-school courses that proved helpful
- Recommendations to future students who are interested in this internship

Your J507 grade of **Satisfactory or Unsatisfactory** will be based on this report, your work samples and your employer's evaluation. Make the most of internship. I look forward to reading about your experience.

Sincerely,
Steve Rottinghaus, Career and Outreach Coordinator

