MEMORANDUM

TO: Dr. Chris Randall
    Chair, Transitional Undergraduate Academic Council

THROUGH: Dr. Ed Roach
         Provost, Troy University
         (and if approved)

THROUGH: Dr. Hal Fulmer
         Dean, College of Communication and Fine Arts
         (and if approved)

FROM: The Faculty of the Hall School of Journalism
      Dr. Steve Padgett
      Director, Hall School of Journalism

SUBJECT: Proposed change in exiting journalism course (JRN 4489 Internship)

DATE: May 15, 2004

1. Purpose of curriculum addition/modification (must include how this
   addition/modification will improve the major/minor program(s) that it is proposed to
   serve):

   The purpose of this proposal is to make changes to an existing course in journalism to
   strengthen and enhance the current offerings in the field.

   The course being changed is:

   JRN 4489  Internship (3-3)

   The proposed course name is:

   JRN 4489  Internship (5-3)

   Proposed catalog description for this course is:

   Full-time work experience as a regular staff member of a print publication,
electronic media, public relations setting, advertising office, sports information
operation. Student will work under the direct supervision of an on-the-job
supervisor and report to a Troy University faculty adviser who will monitor the
work experience. Student will also be required to prepare written and oral reports
during the internship. Prerequisites: Approval of the student’s academic advisor
and the director of the School of Journalism, a minimum of 75 semester hours of
course work, successful completion of the Journalism Internship Workshop prior to registering for JRN 4489 Internship.

**Rationale for Proposal:**

**Justifications:**

1. The Hall School of Journalism has always worked to balance a rigorous academic program with a hands-on approach to journalism education. The internship class is one of the primary vehicles used by the School to make sure that students are exposed to the practical aspects of journalism prior to graduation dates.

2. The impact of Troy University’s move to a new common general studies program made it difficult, if not impossible, to complete the major requirement in the journalism programs in only 36 hours. Journalism students were required to take both JRN 4489 and JRN 4490 Internship classes under the old program. Both of these classes totaled six semester hours of credit. By changing the credit hours for the JRN 4489 Internship to five and refocusing JRN 4490 (this proposal is also being made to the Academic Council), it will be possible for all students to complete the journalism majors with 36 hours.

3. The Hall School of Journalism’s faculty reviewed the school’s curriculum developed a plan to improve and strengthen the courses and programs. This request is one step in the process to improve Troy University’s journalism programs.

2. **Relationship of purpose to university purpose:**

   In accordance with the institutional purpose of Troy University, this course aids students in thinking critically, writing and reading about public relations. It also helps prepare student to demonstrate competence in their chosen field(s) of study at appropriate degree levels and encourages excellence in student learning.

3. **Objectives (courses, requirements, and other specifics through which the purpose is to be achieved):**

   Students entering this class are expected to have an understanding of the journalism field and advanced standing in their degree programs gained through the 75 hours of prerequisite coursework.

   In addition, students are expected to have acquired sufficient intellectual skills and academic background, which will enable them to successfully complete university level coursework and to work under the supervision of on-the-job and faculty supervisors.

   Objectives for this proposed class include:
• apply the theoretical and conceptual knowledge and skills gained in class to the work environment
• gain first-hand knowledge about the field through "learn by doing" in the work-place
• explore new professional activities and relationships
• experience problems and successes working in a complex journalism/broadcast journalism/public relations/advertising/sports information/media performance environment outside your college classes
• earn a strong letter of recommendation from your agency on-the-job supervisor

4. Expected results (must be stated in measurable terms):

More than 75 percent of the students taking this class will successfully complete the course with a grade of C or higher.

5. Assessment instrument(s):

There will be multiple graded assignments during the term including reports, papers, plus a final exam.

6. Procedure for administering assessment instrument(s):

The assessments will be administered throughout the semester in accordance with Troy University guidelines.

7. Statement of results of assessment (must include who will analyze the results, who will formulate any necessary plan for improvement, who will be responsible for implementing any such plan, and the date of implementing such plan).

The instructor will analyze the results of the assessments and formulate any necessary plan for improvement. The plan will be reviewed and approved by the director of the Hall School of Journalism and upon approval will be assigned an implementation date.

In addition, students will be able to assess the course through the student evaluation system used at Troy University.

8. How will faculty be made available to meet the needs of this curriculum addition/modification?

The faculty for this course will be existing or new Hall School of Journalism faculty or approved adjunct faculty members.

9. What additional resources (library materials, lab equipment, and et al.) will be required to meet the needs of this curriculum addition/modification?

The purpose of the proposal is to improve the journalism degree programs for the School’s majors and minors. While this is the driving force behind this request, more than half of the classes offered by the Hall School of Journalism are taught by adjunct faculty
members or as overloads. This means that any changes in the School’s degree programs may impact our ability to continue growing and improving our curriculum. We anticipate being able to find a faculty member willing to teach this class as an overload or find an adjunct qualified to teach this course.

While the School’s faculty members are confident that this course will help strengthen the program, we ask that the University consider adding additional faculty to the School of Journalism. This will help lower the number of classes taught as overloads or by adjunct faculty members plus it would help the School maintain a high level of quality instruction in all classes.

10. Estimated annual cost to the university:

If an adjunct faculty member is used to teach this class, the university will need increase the Hall School of Journalism’s part-time faculty budget line. The university establishes the pay scale for adjunct faculty members.

11. This curriculum addition/modification will be required of students in the following major/minor program(s):

This course will be required for all students majoring in a journalism program.

12. Number of students currently enrolled in this (these) program(s):

325

13. Total FTE faculty in this department (AY 2003-2004):

3.3

14. Analysis of credit hour production in this department:
   a. Total credit hours of GS and remedial courses (AY 2003-2004) 0 %
   b. Total credit hours of all other courses (same period) 184 semester hours
   c. Percentage analysis: GS and remedial 0 %
      Upper level 61 %
      Graduate 0 %

15. Relevant course syllabi (attached):
Internship

**COURSE:** JRN 4489 ZZ - Fall 2005

**TIME OF CLASS:** To be arranged with the instructor.

**CLASSROOM LOCATION:**

**CLASS WEB PAGE:** http://jschool.troyst.edu/~jrn4489

**INSTRUCTOR:** Staff

**INSTRUCTOR'S E-MAIL:**

**INSTRUCTOR'S WEB ADDRESS:**

**INSTRUCTOR'S OFFICE LOCATION:**

**INSTRUCTOR'S MAILING ADDRESS:**

**INSTRUCTOR'S OFFICE TELEPHONE:**

**FAX NUMBER:**

**OFFICE HOURS:**

**PREREQUISITES:** The specific course prerequisites for internships are listed below.
1. A minimum of 75 semester hours of course work
2. Approval of the student's academic adviser
3. A properly completed *Permission to Register for an Internship* form
4. Successfully completion of the *Internship Workshop*
5. Approval of the Hall School of Journalism's director

**DESCRIPTION:** The internship class is a "hands on" course allowing you to bring together theoretical knowledge, functional competencies and skills developed through course work, and attitudes learned in the class with practical "real world" experiences in the work place. This is the class where you demonstrate your abilities in the work place.

You should think of your on-the-job supervisor as your "employer." The Hall School of Journalism sees internships as reciprocal arrangements: students exchange their work in return for on-the-job training, work experience, and an important resume item. It is helpful for most students to think on internships in a similar form as this arrangement recognizes that the agency invests time and effort supervising and training interns and that services of value (work) are expected from the student in return.

**COURSE OBJECTIVES:** Upon successful completion of this course, a student should be able to:
1. apply the theoretical and conceptual knowledge and skills gained in class to the work environment
2. gain first-hand knowledge about the field through "learn by doing" in the work-place
3. explore new professional activities and relationships
4. experience problems and successes working in a complex journalism/broadcast journalism/public relations/advertising/sports information/media performance environment outside your college classes
5. earn a strong letter of recommendation from your agency on-the-job supervisor

REQUIRED TEXT: None. You will need to read several "trade" publications used at your agency plus several class readings may be posted on the class World Wide Web page.

OTHER REQUIRED MATERIALS: Check with your instructor and your on-the-job-supervisor to see if you will need any additional materials during this term.

Assignments and grading: This course is based on a ten-point scale.
- 10 percent student's first report
- 10 percent student's second report
- 10 percent student's third report
- 15 percent student's final report
- 15 percent supervisor's report
- 20 percent faculty advisor's evaluation
- 20 percent Journalism Exit Exam

100 percent total

E-MAIL and MAJOR DOMO LIST: Troy University provides all students with free e-mail addresses, and you are required to properly maintain this account. You are also required to subscribe to a class majordomo list to enable the instructor to send the class e-mail messages.

ATTENDANCE: In registering for classes at the university, undergraduate students accept responsibility for attending scheduled class meetings, completing assignments on time, and contributing to class discussion and exploration of ideas. If a student does not attend class during the first two weeks (first 14 calendar days) of the semester, and does not give prior notification to the instructor of reasons for absence and intent to attend the class, the student will be required to drop the course. It is the responsibility of the student to drop the course or to withdraw from the university according to university policy.

A faculty member may excuse absences and allow students to make-up work if the faculty member deems the absence legitimate. A faculty member is not expected to provide make-up opportunities for a student without a legitimate excuse. Official excuses are granted by the Office of the Provost for authorized university activities. Faculty members may levy academic penalties upon unexcused absences. Students should understand that absences might jeopardize their grade. Students receiving financial aid benefits are required to attend classes according to the regulations for financial aid benefits in addition to those regulations required for the course.
Inclement Weather and Emergency Situations: Both faculty and students are responsible for meeting all assigned classes. In the event of inclement weather, faculty and students will be expected to attend classes as usual as long as they may do so without risking peril to themselves or to others. During periods of inclement weather, faculty and students will not be penalized for absences dictated by perilous conditions. In severe cases of inclement weather or other emergency conditions, the Office of the Provost will announce cancellation of classes through the local and regional media as well as through the university’s web site.

Plagiarism, cheating, incompletes and other university policies and procedures:
Students should be familiar with all policies and procedures of the university, including but not limited to those published in the undergraduate bulletin, student handbook and course schedule.

Americans with Disabilities Act
Any student whose disabilities fall within ADA must inform the instructor at the beginning of the term of any special needs or equipment necessary to accomplish the requirements for this course.

Additional Services
Students who have or may be dealing with a disability or learning difficulty should speak with the instructor, contact the Office of Adaptive Needs (Wright 226) or call 670-3220/3221. Various accommodations are available through the Adaptive Needs Program.

Tentative Course Schedule

| Week 1 | Introduction to the course. Work at internship site. |
| Week 2 | Work at internship site. |
| Week 3 | Work at internship site. |
| Week 4 | Work at internship site. First report is due |
| Week 5 | Work at internship site. |
| Week 6 | Work at internship site. |
| Week 7 | Work at internship site. Second report is due |
| Week 8 | Work at internship site. |
| Week 9 | Work at internship site. |
| Week 10 | Work at internship site. |
| Week 11 | Work at internship site. Third report is due |
| Week 12 | Work at internship site. |
| Week 13 | Work at internship site. |
| Week 14 | Work at internship site. |
| Week 15 | Work at internship site. Fourth report is due. On-the-job supervisor’s report is due |
| Week 16 | Journalism Exit Exam |