

## UNT JOUR 4800.711

### Professional Internship Fall 2025

#### Instructor Contact

**Name:** Thorne Anderson

**Email:** [Thorne.Anderson@UNT.edu](mailto:Thorne.Anderson@UNT.edu)

**Office Hours:** On request

**Office Location:** GAB 250

**Virtual Office for individual appointments:** I will email you a Zoom link. Save that link.

**Communication Expectations:** The best way to reach me is via the UNT email address listed above. Please give your email clear, informative subject lines.

The CLEAR office has a webpage for students that provides [Online Communication Tips](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>).

#### Course Description

This course guides practical experience through employment under the supervision of department chair and professional at the work site. Student must submit bi-weekly reports, work samples and evaluation report at the end of internship/practicum; professional supervisor must submit mid-term and final evaluations. Internship/practicum and total work and credit hours to be completed must be arranged in advance of enrollment by application to the school. For each hour of credit, student must work a minimum of 100 hours.

This course may be repeated for credit; however, no more than 3 hours of total credit for JOUR 4800 and [JOUR 4805](#) or [JOUR 4810](#) may be applied to the journalism degree requirements.

#### Course Structure

This course will be administered remotely through Canvas.

Throughout this semester you will be required to submit one introduction report, four regular progress reports, and one final report. Templates and instructions for these reports can be found in the Assignments section of this course on Canvas.

A note on the four main progress reports: You may set the schedule for your progress reports, but they should be roughly evenly spaced throughout the semester. I suggest you turn in a progress report every two weeks or after each 20 hours of internship/practicum service.

## **Course Prerequisites or Other Restrictions**

Prerequisites: Journalism major status; prior completion of at least one upper-level journalism skills course and consent of school.

Students must also complete the full internship/practicum application process as directed by the administration office in the Mayborn School of Journalism.

## **Course Objectives**

1. Students should be able to clearly communicate their personal professional goals.
2. Students should be able to clearly assess and communicate their progress toward their personal professional goals.
3. Students should be able to ascertain and negotiate professional responsibilities with their internship/practicum supervisors.
4. Students should be able to clearly communicate their professional responsibilities.
5. Students should be able to clearly assess and communicate their progress toward the completion of their professional responsibilities.
6. Students should be able to clearly assess the quality of their professional work.
7. Students should fulfill the reasonable professional expectations of their internship/practicum supervisors.

## Technical Requirements & Skills

### Minimum Technology Requirements

- Computer
- Reliable internet access
- Speakers
- Microphone
- Microsoft Office Suite
- [Canvas Technical Requirements](https://clear.unt.edu/supportedtechnologies/canvas/requirements)  
(<https://clear.unt.edu/supportedtechnologies/canvas/requirements>)

### Computer Skills & Digital Literacy

To succeed in this course students must be able to

- Use Canvas
- Send email with attachments
- Download and install software when necessary
- Embed images in documents when required

### Rules of Engagement

Rules of engagement refer to the way students are expected to interact with each other and with their instructors online. Here are some general guidelines:

- Treat your instructor and classmates with respect in email or any other communication.
- Always use your professors' proper title: Dr. or Prof., or if in doubt use Mr. or Ms.
- Unless specifically invited, don't refer to your instructor by first name.
- Use clear and concise language.
- Remember that all college level communication should have correct spelling and grammar (this includes discussion boards).
- Avoid slang terms such as "wassup?" and texting abbreviations such as "u" instead of "you."
- Use standard fonts such as Ariel, Calibri or Times new Roman and use a size 10 or 12 point font
- Avoid using the caps lock feature AS IT CAN BE INTERPRETTED AS YELLING.
- Limit and possibly avoid the use of emoticons like :) or ☺.
- Be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail

See these [Engagement Guidelines](https://clear.unt.edu/onlinecommunication-tips) (<https://clear.unt.edu/onlinecommunication-tips>) for more information.

## Success in an Online Course

While the online classroom shares many similarities with the face-to-face classroom, success in online education requires certain skills and expectations that students may not be aware of.

Here are some tips from UNT:

[“How to Succeed as an Online Student”](#)

(<https://clear.unt.edu/teachingresources/online-teaching/succeed-online>).

## Zoom Meeting etiquette:

If we have Zoom meetings either personally or as a class, I request that you prepare a space where you feel comfortable turning your camera on. Virtual meetings are intended to simulate physical presence and being able to see each other is important for that to work.

## Course Requirements

Six Self- Reports	25% of your final grade
Internship/practicum Provider Report Assessment	75% of your final grade

## Grading

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Note that you must achieve a grade of C or higher for this course to count toward the completion of a journalism major.

## Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course.

## Course Policies

### Assignment Policy

Due dates are posted on Canvas. For most students these due dates will be firm. However, we recognize that not all internships/practica are completed on the

same schedule. You may negotiate alternate due dates with the instructor to suit the needs of your internship/practicum. You must negotiate alternate due dates in advance of the posted due dates for each assignment.

### A note on Canvas Access

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will extend the time windows and provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: [helpdesk@unt.edu](mailto:helpdesk@unt.edu) or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

### Examination Policy

There are no exams for this course.

## Getting Help

### Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UIT Help Desk:** [UIT Student Help Desk site](http://www.unt.edu/helpdesk/index.htm)  
(<http://www.unt.edu/helpdesk/index.htm>)

**Email:** [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone:** 940-565-2324

**In Person:** Sage Hall, Room 130

**Walk-In Availability:** 8am-9pm

**Telephone Availability:**

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

**Laptop Checkout:** 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)  
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

## Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/studenthealth-and-wellness-center) (<https://studentaffairs.unt.edu/studenthealth-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

## Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

## UNT Policies

### Academic Integrity Policy

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

### ADA Policy

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website \(https://disability.unt.edu/\)](https://disability.unt.edu/).

### Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

### Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the

student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

### Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### Student Evaluation Administration Dates

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 [insert administration dates] of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([noreply@iasystem.org](mailto:noreply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### Sexual Assault Prevention

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual

misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

## Important Notice for F-1 Students taking Distance Education Courses

### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose. Because the decision may have serious immigration consequences, if an F-1 student is unsure

about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### Student Verification

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).

### **Transmission and Recording of Student Images in Electronically-Delivered Courses**

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of StudentCreated Work guidelines above.
3. This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture and class discussion recordings will be available to you and all other students in the class for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image.

## Contest Entries

Students are advised to enter their work in as often as possible in as many contests as possible. This kind of recognition goes a long way in job or grant applications. Below is a list of the most widely-respected journalism contests available to students.

- [CPOY: College Photographer of the Year](https://www.cpoym.org/?s=Home)  
(<https://www.cpoym.org/?s=Home>)
- [POY: Pictures of the Year International](https://www.poy.org/competition.html)  
(<https://www.poy.org/competition.html>)
- [NPPA Best of Photojournalism](https://competitions.nppa.org/best-of-photojournalism/) (Annual Competition)  
(<https://competitions.nppa.org/best-of-photojournalism/>)
- [NPPA Student Quarterly Clips Competitions](https://competitions.nppa.org/student-quarterly-clip-contest/) (Stills & Multimedia)  
(<https://competitions.nppa.org/student-quarterly-clip-contest/>)
- [NPPA \(Professional\) Quarterly Multimedia Contest](https://competitions.nppa.org/quarterly-multimedia-contest/)  
(<https://competitions.nppa.org/quarterly-multimedia-contest/>)
- [NPPA \(Professional\) TV Quarterly Contest](https://competitions.nppa.org/tv-quarterly/)  
(<https://competitions.nppa.org/tv-quarterly/>)
- [NPPA \(Professional\) Monthly News Clip Contest](https://competitions.nppa.org/monthly-news-clip-contest/) (Stills)  
(<https://competitions.nppa.org/monthly-news-clip-contest/>)
- [NPPA Contests Complete List](https://competitions.nppa.org/)  
(<https://competitions.nppa.org/>)
- [Hearst College Journalism Contest](http://www.hearstawards.org/guidelines/entry-guidelines/) (Enter with instructor consent)  
(<http://www.hearstawards.org/guidelines/entry-guidelines/>)
- [White House News Photographers Association Eyes of History Awards](https://www.whnppa.org/main/the-eyes-of-history/)  
(<https://www.whnppa.org/main/the-eyes-of-history/>)
- [Society of Professional Journalists Mark of Excellence Awards](https://www.spj.org/a-moe.asp)  
(<https://www.spj.org/a-moe.asp>)
- [Texas Intercollegiate Press Association Awards](http://texasipa.org/) (Coordinated by NT Daily)  
(<http://texasipa.org/>)
- Online News Association: [Online Journalism Awards](https://awards.journalists.org/awards/) (Entry fee)  
(<https://awards.journalists.org/awards/>)