

**Spring 2021** – No formal meetings. Each student will have a pair of 1-on-1 meetings with instructor during the semester.

**Section:** 21030D

**Location:** Online

**Instructor:** Eric Pape

**Office:** Online

**Office Hours:** By appointment

### I. Course Description

Internships are an integral part of your undergraduate experience because they provide on-the-ground training for what you learn in class. In this online course – there are no formal class meetings – students secure internships in a variety of professions from text and broadcast journalism to public relations, advertising and a host of other industries.

In your internships, you will learn about the workflow of your respective professions. Professional practices across these industries are constantly changing. Your position in your organization will give you good insight for the ebb and flow of all these changes.

This course – graded credit/no credit – is intended to give you time pursuing your internship, so the classroom work is limited. Across the course of the semester, you will produce eight short blog posts on your internship experience. You will also have two 1:1 check-ins with your instructor. The final is an 800 - 1000 word paper on your internship experience. More information about these assignments & check-ins will be shared via Blackboard.

### II. Student Learning Outcomes

By the end of the semester, you will be able to describe an industry workplace and how it is changing, and identify a variety of related jobs, skills, and work styles. You will also learn about yourself and how you work, and what's needed to succeed in future internships and jobs.

### III. Course Notes

This course is credit / no credit.

### IV. Description and Assessment of Assignments

Eight short blog posts: The weekly post should be 150-200 words, filed by email to your professor. Information about these blog posts is available in the calendar below. If you have questions, ask your instructor by email.

Two 1:1 check-ins with instructor: One will take place at the beginning of the semester and one will take place around the middle of the semester. Please arrange these check-ins by email or text message. Feel free to contact your instructor if you have questions.

**Final paper:** The final paper should be 800 - 1000 words, filed by email to your professor and uploaded to Blackboard under "Final." *The paper should describe what you learned about the organization you interned with and what you learned about yourself through this experience.* Please file **by email under the file name "J205 Final YOURLASTNAME."**

### V. Grading

#### a. Breakdown of Grade

Assignment	% of Grade
Weekly posts (8) & 1:1 check-ins (2)	50%
Final paper	50%
<b>TOTAL</b>	<b>100%</b>

#### b. Grading Scale

95% to 100%: A	80% to 83%: B-	67% to 69%: D+
90% to 94%: A-	77% to 79%: C+	64% to 66%: D
87% to 89%: B+	74% to 76%: C	60% to 63%: D-
84% to 86%: B	70% to 73%: C-	0% to 59%: F

#### c. Grading Standards

Your posts and final paper will receive letter grades based on the criteria below.

##### *Journalism*

All assignments will be edited on a professional basis and you will be judged first on the accuracy, fairness and completeness of your stories. You will then be evaluated for broadcast style, editing, production value, originality and the ability to meet deadlines.

**“A” stories** are accurate, clear, comprehensive stories that are well written and require only minor copyediting (i.e., they would be aired or published). Video work must also be shot and edited creatively, be well paced and include good sound bites and natural sound that add flavor, color or emotion to the story.

**“B” stories** require more than minor editing and have a few style or spelling errors or one significant error of omission. For video, there may be minor flaws in the composition of some shots or in the editing. Good use of available sound bites is required.

**“C” stories** need considerable editing or rewriting and/or have many spelling, style or omission errors. Camera work and editing techniques in video stories are mediocre or unimaginative, but passable. Sound bites add little or no color - only information that could be better told in the reporter’s narration.

**“D” stories** require excessive rewriting, have numerous errors and should not have been submitted. Camera work is unsatisfactory or fails to show important elements.

**“F” stories** have failed to meet the major criteria of the assignment, are late, have numerous errors or both. Your copy should not contain any errors in spelling, style, grammar and facts. Any misspelled or mispronounced proper noun will result in an automatic “F” on that assignment. Any factual error will also result in an automatic “F” on the assignment. Accuracy is the first law of journalism. The following are some other circumstances that would warrant a grade of “F” and potential USC/Annenberg disciplinary action:

- Fabricating a story or making up quotes or information.
- Plagiarizing a script/article, part of a script/article or information from any source.

- Staging video or telling interview subjects what to say.
- Using video shot by someone else and presenting it as original work.
- Shooting video in one location and presenting it as another location.
- Using the camcorder to intentionally intimidate, provoke or incite a person or a group of people to elicit more “dramatic” video.
- Promising, paying or giving someone something in exchange for doing an interview either on or off camera.
- Missing a deadline.

#### **d. Grading Timeline**

Your work will be graded within seven days (one week) of when it is submitted (barring exceptional circumstances).

#### **VI. Assignment Submission Policy**

Late work will be accepted but will drop a full letter grade for each day it is late. Missing work and work submitted after one week of the due date will receive an F.

#### **VII. Required Readings and Supplementary Materials**

There will be a handful of readings distributed throughout the semester via Blackboard. The readings are intended to ground you in broader questions about internships and the workplace.

#### **VIII. Laptop Policy**

All undergraduate and graduate Annenberg majors and minors are required to have a PC or Apple laptop that can be used in Annenberg classes. Please refer to the [Annenberg Digital Lounge](#) for more information. To connect to USC’s Secure Wireless network, please visit USC’s [Information Technology Services](#) website.

#### **IX. Add/Drop Dates for Session 060 (13 weeks: 1/15/21 – 4/12/21)**

**Friday, January 15:** First day of classes

**Friday, Feb. 5:** Last day to change enrollment option to Pass/No Pass or Audit for Session 001

**Feb. 5:** Last day to drop a class and receive a refund to avoid a mark of “W” on student record and STARS report

**Feb. 5, 2021:** Last day to add class

**March 5, 2021:** Last day to withdraw without a “W” on transcript or change pass/no pass to letter grade

**April 9, 2021:** Last day to drop with a mark of “W”

**May 12, 2021:** End of session

#### **X. Course Schedule: A Weekly Breakdown**

**Important note to students:** *Be advised that this syllabus is subject to change - and probably will change - based on the progress of the class, news events, and/or guest speaker availability.*

	<b>Topics/Daily Activities</b>	<b>Readings and Homework</b>	<b>Deliverable/Due Dates</b>
<b>Week 1</b> <b>Dates: 1/15-1/21</b>		Schedule 1:1 meeting with your instructor via email or text.	Research your company and how it fits into the broader industry.
<b>Week 2</b> <b>Dates: 1/22-1/28</b>		Continue setting up your internship and researching the company and industry. Readings TBA.	Your first 1:1 meeting with your instructor must be <b>completed by Friday, Jan 29 at noon</b>
<b>Week 3</b> <b>Dates: 1/29-2/4</b>		Finish researching your company. <i>Write Post</i>	<b>Post #1 is due Friday, Feb. 5 at noon</b>

		<i>#1. It should describe your company, its place in the industry, your duties, who your supervisor and team members are, and your internship schedule.</i>	
<b>Week 4</b> <b>Dates: 2/5-2/11</b>		None.	<b>Presidents' Day:</b> Monday, Feb. 15. No assignment this week.
<b>Week 5</b> <b>Dates: 2/12-2/18</b>		Write Post #2. (Instructions forthcoming.)	<b>Post #2 is due on Friday, Feb 26 at noon.</b>
<b>Week 6</b> <b>Dates: 2/19-2/25</b>		Write Post #3. (Instructions forthcoming.)	<b>Post #3 is due on Mon., Feb. 5 at noon.</b>
<b>Week 7</b> <b>Dates: 2/26-3/4</b>		Schedule 1:1 meeting with your instructor. Write Post #4. (Instructions forthcoming.)	<b>Post #4 is due on Friday, March 12 at noon.</b>
<b>Week 8</b> <b>Dates: 3/5-3/11</b>		No writing due this week. Meet with your instructor.	<i>Your second 1:1 meeting with your instructor must be completed by Friday, March 19.</i>
<b>Week 9</b> <b>Dates: 3/12-3/18</b>		Write Post #5. (Instructions forthcoming.)	Post #5 is due on Friday, March 26 at noon.
<b>Week 10</b> <b>Dates: 3/19-3/25</b>		Write Post #6. (Instructions forthcoming.)	<b>Post #6 is due on Friday, April 2 at noon.</b>
<b>Week 11</b> <b>Dates: 3/26-4/1</b>		Write Post #7. (Instructions forthcoming.)	Post #7 is due on Friday, April 9 at noon.
<b>Week 12</b> <b>Dates: 4/2-4/8</b>		Write Post #8. (Instructions forthcoming.)	Post #8 is due on Friday, April 16 at noon.
<b>Week 13</b> <b>Dates: 4/9-4/15</b>		Work on final paper. Submit course evaluation.	
<b>Week 14</b> <b>Dates: 4/16-4/22</b>		Work on final paper. Submit course evaluation.	
<b>Week 15</b> <b>Dates: 4/23-4/29</b>		Work on final paper. Submit course evaluation.	Course evaluations must be completed by Thursday, April 29.
<b>FINAL EXAM PERIOD</b> <b>Dates: 5/10-5/12</b>		Write & submit final paper.	<b>Final paper is due by Tuesday, May 11 at noon.</b>

#### XI. Policies and Procedures

## **Communication**

If you have any questions, concerns, or would like to set up a meeting, please write Eric at [ericpape@usc.edu](mailto:ericpape@usc.edu) and he will reply as soon as he is able.

## **Statement on Academic Conduct and Support Systems**

### **a. Academic Conduct**

#### *Plagiarism*

Plagiarism – presenting someone else’s ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, “Behavior Violating University Standards” [policy.usc.edu/scampus-part-b](https://policy.usc.edu/scampus-part-b). Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, [policy.usc.edu/scientific-misconduct](https://policy.usc.edu/scientific-misconduct).

#### *USC School of Journalism Policy on Academic Integrity*

The following is the USC Annenberg School of Journalism’s policy on academic integrity and repeated in the syllabus for every course in the school:

“Since its founding, the USC School of Journalism has maintained a commitment to the highest standards of ethical conduct and academic excellence. Any student found plagiarizing, fabricating, cheating on examinations, and/or purchasing papers or other assignments faces sanctions ranging from an ‘F’ on the assignment to dismissal from the School of Journalism. All academic integrity violations will be reported to the office of Student Judicial Affairs & Community Standards (SJACS), as per university policy, as well as journalism school administrators.”

In addition, it is assumed that the work you submit for this course is work you have produced entirely by yourself, and has not been previously produced by you for submission in another course or Learning Lab, without approval of the instructor.

### **b. Support Systems**

*Counseling and Mental Health* - (213) 740-9355 – 24/7 on call [studenthealth.usc.edu/counseling](https://studenthealth.usc.edu/counseling)

Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention.

*National Suicide Prevention Lifeline* - 1 (800) 273-8255 – 24/7 on call [suicidepreventionlifeline.org](https://suicidepreventionlifeline.org)

Free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

*Relationship and Sexual Violence Prevention and Services (RSVP)* - (213) 740-9355(WELL), press “0” after hours – 24/7 on call [studenthealth.usc.edu/sexual-assault](https://studenthealth.usc.edu/sexual-assault)

Free and confidential therapy services, workshops, and training for situations related to gender-based harm.

*Office of Equity and Diversity (OED)*- (213) 740-5086 | Title IX – (213) 821-8298

[equity.usc.edu](https://equity.usc.edu), [titleix.usc.edu](https://titleix.usc.edu)

Information about how to get help or help someone affected by harassment or discrimination, rights of protected classes, reporting options, and additional resources for students, faculty, staff, visitors, and applicants. The university prohibits discrimination or harassment based on the following *protected characteristics*: race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, age, physical disability, medical condition, mental disability, marital status, pregnancy, veteran status, genetic information, and any other characteristic which may be specified in applicable laws and governmental regulations. The university also prohibits sexual assault, non-consensual sexual contact, sexual misconduct, intimate partner violence, stalking, malicious dissuasion, retaliation, and violation of interim measures.

*Reporting Incidents of Bias or Harassment* - (213) 740-5086 or (213) 821-8298

[usc-advocate.symplicity.com/care\\_report](https://usc-advocate.symplicity.com/care_report)

Avenue to report incidents of bias, hate crimes, and microaggressions to the Office of Equity and Diversity | Title IX for appropriate investigation, supportive measures, and response.

*The Office of Disability Services and Programs - (213) 740-0776 [dsp.usc.edu](https://dsp.usc.edu)*

Support and accommodations for students with disabilities. Services include assistance in providing readers/notetakers/interpreters, special accommodations for test taking needs, assistance with architectural barriers, assistive technology, and support for individual needs.

*USC Support and Advocacy - (213) 821-4710 [uscsa.usc.edu](https://uscsa.usc.edu)*

Assists students and families in resolving complex personal, financial, and academic issues adversely affecting their success as a student.

*Diversity at USC - (213) 740-2101 [diversity.usc.edu](https://diversity.usc.edu)*

Information on events, programs and training, the Provost's Diversity and Inclusion Council, Diversity Liaisons for each academic school, chronology, participation, and various resources for students.

*USC Emergency - UPC: (213) 740-4321, HSC: (323) 442-1000 – 24/7 on call [dps.usc.edu](https://dps.usc.edu), [emergency.usc.edu](https://emergency.usc.edu)*

Emergency assistance and avenue to report a crime. Latest updates regarding safety, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible.

*USC Department of Public Safety - UPC: (213) 740-6000, HSC: (323) 442-120 – 24/7 on call [dps.usc.edu](https://dps.usc.edu)*

Non-emergency assistance or information.

*Annenberg Student Success Fund*

<https://annenberg.usc.edu/current-students/resources/additional-funding-resources>

The Annenberg Student Success Fund is a donor-funded financial aid account available to USC Annenberg undergraduate and graduate students for non-tuition expenses related to extra- and co-curricular programs and opportunities.

*Breaking Bread Program [undergraduate students only]*

<https://undergrad.usc.edu/faculty/bread/>

The Breaking Bread Program is designed to provide individual undergraduate students with an opportunity to meet and have scholarly discussions with faculty members outside of the normal classroom setting. Through this program, students and faculty enjoy good company and great conversation by literally “breaking bread” over a meal together and USC will pick up the tab! Your meal event can take place anywhere outside of the normal classroom setting. Your venue can be a restaurant or eatery on or off-campus.

## **XII. About Your Instructor**

**ERIC PAPE** has worked as a journalist on five continents. As a Paris-based correspondent for Newsweek International, he worked across Europe, while also engaging in crisis reporting in Africa and the Middle East. He has also reported extensively in Southeast Asia on politics, human rights, corruption and strife, and in South America on the U.S. drug war. Pape has contributed to the LA Times Arts & Entertainment section and its Sunday magazine, The New York Times, The Guardian, Spin magazine, Foreign Policy, Fast Company, Vibe, Spin and dozens of other publications. He has frequently appeared on television and radio. As Deputy Editor of Pierre Omidyar's media startup Civil Beat in Hawaii, he focused on maximizing the real-world impact of watchdog and investigative reporting. He was also a story advisor on the Peabody Award-winning documentary, “Who Killed Chea Vichea?” Pape is an alum of the John S. Knight Fellowship at Stanford University where he co-authored a comic book inspired by one of his long-form articles. He recently completed another journalistic graphic novel. Twitter: @EricPape.