Fall 9-1-2005

RTV 395.01: Preparing for an Internship

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RTV 395 Section 1
Autumn 2005

Preparing for an Internship
(Schedule subject to change)

1 Credit - Fridays at 2:10-3:00pm

Instructor: Associate Professor Ray Ekness, 730 Eddy #102, 243-4088, ray.ekness@umontana.edu

Course description: Offered autumn to students admitted to the Journalism/Radio-Television professional program. Acquaints students with internship requirements, including application procedures, such as building a resume and learning what internships – local through international-- are available.

Class goal: The goal of this class is to get you a head start on your professional journalism journey. Your internship is the start of that journey.

Grading: Attendance—50%, Assignments & Class Participation—50%

Week 1: Class Introduction. What is an Internship?
September 2nd

Week 2: Where do you find internships? The basic requirements, necessary paperwork, resources.
September 9th  
Assignment #1: Do research on three places you want to intern

Week 3: What’s expected of a broadcast intern? Students' presentations on past internships.
September 16th

Week 4: Students' presentations on past internships.
September 23rd

Week 5: Where are the good internships?
September 30th  
Assignment #1 Due. Discuss assignment #1.

Week 6: Visiting Professional: News Internships.
October 7th

Week 7: Visiting Professional: Production Internships.
October 14th

Week 8: Visiting Professional: Non-broadcast Internships.
October 21st

Week 9: Resume, audition tapes and cover letters.
October 28th  
Assignment #2: Resume, audition tape and cover letter.

Week 10: Mock Interviews & looking good at the interview.
November 4th  
What to say. How to dress. Professional courtesies.
Week 11: Veteran’s Day—No Class
November 11th

Week 12: Assignment #2 Due. Discuss assignment #2
November 18th

Week 13: Thanksgiving Break—No Class
November 25th

Week 14: Students’ Updates
December 2nd

Week 15: Doing the right thing: How do I contact the boss?
December 9th  
Personal visits. Follow up material. Networking and continuing contacts
Assignment #3: Internship agreement form

Finals Week No Meeting