

ASSIGNMENT INSTRUCTIONS TIME LOG & PORTFOLIO OR PAPER OPTION

I. HOURS LOG

Upon completion of the internship, the following material must be submitted to the internship director:

A complete set of logs listing your major projects throughout the entire internship. The logs do not have to be typed, but they must be organized and legible. They must include the number of hours worked, including weekly totals and a grand total.

SAMPLE FORMAT FOR LOGS

September 8	Helped shoot the story on local soccer match. Worked 3hours.
September 9	Worked on editing the soccer shooting in the morning and received information on helping with nightly news. Had a meeting with News Bureau staff in the afternoon. Worked 2 hours.
September 10	Helped shoot footage for local promo spot and actually did editing. Worked 4 hours.
September 11	Finished editing for promo spot. Worked 2 hours.
September 12	Ran camera for 3 community programs and was TD for spot production. Worked 3 hours.
September 15	Ran errands for boss and took tapes to production house. Worked 3 hours.
September 16	Ran audio for local football telecast, also involved in set-up and teardown. Worked 7 hours.

A typed term paper. The minimum length of this paper is determined as follows:

For a 2-3 credit internship – 6 pages minimum

For a 4-6 credit internship – 10 pages minimum

II. PAPER OR PORTFOLIO OPTION: CHOOSE ONE

Option 1: Online Portfolio

Create an online portfolio of your professional work. The portfolio option is designed to help you get a job. There are **two components of the assignment**: (1) create a LinkedIn profile and (2) create a webpage with either the content you helped create during your internship, or any content that reflects various skills and practices you honed during your professional work experience.

- 1) Go to LinkedIn and create a professional profile page. Be sure to upload a recent portrait and complete the 'About' categories (skills, experiences, education, etc.). Start building networks via

‘friend’ requests. You can also follow BCA and the Alumni Association (a group of BCA grads currently working in the media industry).

- 2) Create an online portfolio to showcase your work and/or skills gained from your professional media experience. It is entirely up to you what platform to use to build your portfolio. Writers and PR students may choose WordPress, Medium, or something similar. Editors can create a Vimeo, Twitch, or YouTube page. Do what you think is most appropriate for your area of expertise and interests. For example, an intern at a local business may include links to a Facebook page they designed. In another example, an editor might create a short reel of clips and post to a YouTube account. Complete the page as much as you can: include a short bio, interests, or links to other projects/portfolios you created during your time at CMU, etc.

If you are struggling to come up with content for a portfolio, or if you have been reflecting on some big ideas in response to your field work, the reflection essay is a better option for you. See details below.

Option 2: Reflection Paper

Following the internship, you can submit analytical paper instead of the portfolio. The minimum length of the paper is specified on the reverse of this page. The paper must be typed in APA style, and should cover, at a minimum, the topics listed below. Organize the paper according to the outline below:

- I. GENERAL COMMENTS
 - A. Based on your experience, what is an “internship”? How does it fit into a college education?
 - B. What is an “intern”? Ideally? Interns of your actual internship experience?
 - C. Based on A and B above, why should an intern receive academic credit?
- II. YOUR INTERNSHIP EXPERIENCE
 - A. How is the sponsoring organization (broadcast station, agency, association, etc.) structured? Where did you, as an intern, fit into the organizational structure?
 - B. Describe and analyze the supervision you received as an intern. Compare and contrast it with a BCA classroom situation.
 - C. What were several major new things you learned during the internship?
 - D. Describe your professional and personal growth resulting from the internship. What lessons have you learned relative to your career? To your life? (This is an especially important element of your paper)
 - E. What earlier classroom experiences (and/or specific classes) were most useful in preparing for your internship?
 - F. How could classroom experiences have better prepared you for your internship?
- III. IN CONCLUSION...

- A. If you were to repeat the same internship from the start, what would you do differently?
- B. What would you recommend that the organization and/or the professional supervisor do differently, if anything?
- C. What would you recommend that the University do differently, is anything, to help improve this internship?
- D. Assume another student interested in the same internship asked you, “What was your internship like?” What would your answer be?

PLEASE NOTE: The paper and logs are due upon completion of the internship. If the internship takes place during the last semester of the senior year, the paper and logs must be submitted no later than two weeks before the end of the semester.

EVALUATION

Work samples may be submitted, along with the final paper and logs. This could include scripts, tapes, etc.

Interns enrolled for academic credit receive letter grades determined by the department internship director. Grading is based on the following criteria:

1. Evaluation of the intern’s performance by the internship supervisor:
Approximately 60% of the grade.
2. Quality of analytical paper and logs due at the end of the internship:
Approximately 40% of the grade.