# JKM141 Internship - syllabus

* **4 ECTS credits**
* **40 hours of internship**
* **Main field(s) of study:**Master of Media and Area Studies (MARS)
* **Grading system:**Pass/Fail
* **Entry requirements:** Having completed one semester of studies of MARS

**Annotation**

This elective course provides an opportunity for the student the Master of Media and Area Studies (MARS) to gain experience in social sciences and humanities research, or in working in a commercial or civil society organization, active in the field of media and/or politics. The first type is called a research internship, the second a vocational internship. The internship course can be selected after the completion of one semester of studies in the MARS program. The internship course can be taken only once.

**Organization**

There are two options:

(a) The research internship, where the student will become a part of an existing research team at the Institute of Communication Studies and Journalism, or a similar academic Institute.

b) The vocational internship, where the student will find an internship with an existing commercial or civil society organization, active in active in the field of media and/or politics, either in the Czech Republic or abroad. In case of internships outside the Czech Republic but within the EU/EFTA area, the students might be eligible for ERASMUS funding, if they meet the requirements stipulated by the International Office.

All students who undertake the internship course are required to attend an introductory seminar to the internship course, organised by the internship coordinator.

It is the responsibility of the student to arrange for the research or vocational internship. All internships are **subject to prior approval by the internship course coordinator**.

It is the responsibility of the student to draft an **agreement with the research team or commercial/civil society** **organisation**. It is necessary to include the name of the supervisor in the research team or the commercial/civil society organisation, and the contact information of this supervisor, and the academic Institute or commercial/civil society organisation. This agreement also needs to include a detailed **description** of the internship, including a list of the student’s work tasks. This description (called the internship plan) needs to be drafted and agreed with the representative of the research team or the commercial/civil society organisation (and the supervisor, if this is a different person), and approved by the internship course coordinator.

After the above-mentioned agreement is submitted to the internship course coordinator, the coordinator informs the student whether the internship agreement is approved or modifications are needed. Once the agreement is approved, it needs to be signed by the student and the representative of the research team or the commercial/civil society organisation.

Following the signing of the internship agreement, the student is registered by the internship course coordinator in the internship course. Any major changes to the internship agreement, before or during the internship, need to be communicated with no delay to, and be approved by, the internship course coordinator.

**Requirements**

In order to pass the course, the student needs to submit a **written report**, reflecting on the internship with samples of his/her own work attached (“internship report”), and a **confirmation** about the content and duration of the internship by the supervisor at the receiving research team or commercial/civil society organisation (“supervisor’s report”). **Both reports need to be approved by the internship course coordinator to pass the course**.

**Content**

Examples of organisations the students can undertake internships are: media (TV, radio, internet, print), public relations, advertising and marketing companies, media and communication research consultancies, cultural, arts, educational and public administration institutions, organisations, foundations, NGOs, civil society organisations, that are active in the field of media and/or politics.

Examples of tasks the students can engage in, include: content creation, content management, management of web sites, social media management, development of communication strategies and media campaigns, planning, implementation and evaluation of communication projects, audience research, participatory media design, legal research, activist strategy development, exhibition design and promotion, city marketing, citizenship programme development, ...

**Learning outcomes**

After the successful completion of the course the students are expected to:

*Knowledge and understanding*

* Have enhanced their knowledge of the practices and roles of professionals, in specific areas within media and/or politics, by performing these practices and roles themselves, and organising an in-depth critical reflection upon this performance, including its ethical dimension;
* Have developed an understanding of real-life work environments, the tasks, roles and contemporary working conditions, in the fields of media and/or politics

*Skills and abilities*

* apply theoretical knowledge and skills in relation to planning, implementation and evaluation of media/politics related activities, for the accomplishment of specific tasks, in real-life work environments
* Have enhanced the skills and competences which are related to high-standard professional performance (e.g., teamwork and collaboration, responsibility, initiative)
* Have developed and refined further oral and written communication skills, for professional purposes.

*Judgment and approach*

* critically assess the tasks and roles of media/politics professionals, as well as self-reflexively and extensively consider the own performance of these tasks and roles
* demonstrate an in-depth awareness and ability to make ethically informed decisions in professional practice

**Assessment**

Each student needs to communicate once a month with the internship course coordinator to briefly report on the progress of the internship. If the need arises, the internship course coordinator will communicate directly with the internship supervisor regarding the progress of the internship and the student’s performance.

Upon completion of the internship, and within a period of three weeks, the student submits the internship report (with, in appendix, a portfolio of his/her work), to the internship course coordinator. The report contains a critical, academic reflection about the observed and performed professional practices, including its ethical dimensions.

Upon completion of the internship, and within a period of three weeks, the internship supervisor submits a brief report (the supervisor’s report)) regarding the evaluation of the student’s performance. This report is submitted to the internship course coordinator. The internship course coordinator might ask for supplementary information from both the student and the supervisor, and/or for a meeting to engage in a follow-up discussion with the student.

After all course requirements are fulfilled, the internship course coordinator grants the student his/her grade, which can be either Pass or Fail.

To pass the course, it is required that the student has carried out the internship assigned tasks in the research team or organisation, in a satisfactory manner, which needs to be ascertained in the internship supervisor’s report. It is also required that the internship report is submitted, and evaluated as sufficient.