

School of Journalism and Communication

Student responsibilities for journalism interns and work experience students

Obtaining a placement in a journalism or communications workplace should be a prized outcome for journalism students. Placements offer students opportunities to learn and understand key media functions including how journalists and other media workers operate in the workplace, how those workplaces operate, and how the practices and principles learned in journalism studies are applied to those workplaces and to media operations. Placements also offer opportunities for the acquisition of relevant communications and journalism skills and, depending on the organisation and occasion, can generate work for publication or broadcast/narrowcast.

Journalism interns and work experience students are reminded that placement with placement providers carries with it responsibilities and obligations. These aim to enhance the benefits of your placement experience, and include (but are not restricted to):

- **Representing the school and the university.** You should be mindful that your performance, appearance and overall behaviour during placement impacts on what others in the placement workplace think of you, the school and the university. What you do could have consequences that last longer than just your time at the placement organisation. You should look to be helpful, constructive and demonstrate appropriate initiative.
- **Respecting others.** You should respect the workplaces and working environment in which they are placed. You should especially respect the people who work in those workplaces. Naturally, this includes your supervisor/s. Demonstrating respect includes being informed about and making a genuine attempt to comply with the processes, systems, practices and standards of the workplace, and following the sensible direction of the supervisor/s.
- **Communicating.** You should make every effort to regularly communicate with your supervisor/s and the SJC Journalism Internship Coordinator. It is in your own interest to be seen and to be appropriately heard. You should responsibly look for suitable times to communicate with your supervisor to ensure that the placement experience is satisfying to you and to him/her. You are encouraged to seek feedback and advice from your supervisor/s, and it is highly recommended that you thank them for the opportunity.
- **Managing issues.** You should communicate especially with regard to issues that arise during placement. You should immediately and courteously advise the placement supervisor and the course coordinator of any difficulties associated with the continuation of the placement. For example, workplace issues or personal problems should be immediately referred to your supervisor and the Internship Coordinator. It is not acceptable to discontinue

the placement without first of all discussing the matter with the supervisor or the course coordinator.

- **Participate** fully in the learning process, taking initiative and responsibility for your own learning (this includes attending any briefing sessions required prior to the placement)
- **Uphold standards** of professional behaviour, presentation and appearance.
- **Be present** during normal working hours and duties, as practised by the placement supervisor, or as negotiated prior to the placement
- **Take responsibility** for your personal belongings
- **Inform internship coordinator.** Prior to the placement commencing, notify the faculty or school and the placement organisation of any pre-existing conditions that may impact on your placement, such as part-time work, personal commitments, health / disability issues.

You should be aware of your obligation to attend classes in other courses in which you are enrolled while undertaking placements, if your placement occurs during the teaching semester. Nor are you released from your obligations to attend and participate in student team project meetings because you are completing an internship.

John Austin
Journalism internship coordinator