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Journalism Studies Work Placement Briefing

23rd October 2018



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Work placements

Making the most of it





What is a work placement?

(Also called Internship / work experience)

- Between one and three weeks in a newspaper, radio, television, magazine, online newsroom or PR
- Doing journalism, working with experienced journalists
- Putting your skills into practice



Who can apply for a department work placement?

- MA Broadcast, Journalism, Magazine
 - *Should aim for placements January, Easter, early summer*
- UG 2nd & 3rd year
 - 2nd years January, Easter, Summer
 - 3rd years January/Easter

cannot arrange a work placement through the department after you have graduated



The Department System

- For pre-agreed placements ONLY
- Database covering newspapers/on-line, radio, television, and PR (Magazines are dealt with differently)
- You may apply for up to three placements, but must rank them in priority order
- If you want a placement in January let Trish know ASAP

**YOU ARE NOT GUARANTEED A PLACEMENT.
THE PLACEMENT PROVIDER WILL HAVE THE FINAL SAY.**

DATABASE DEADLINE 7th JANUARY 2019



Want to organise your own work placement?

- Great! If you need any help from the department contact Trish
 - For contacts, application/CV/cover letter advice
 - Other opportunities posted throughout the year from department
 - Facebook – see for updates & Email – [jnlworkplacements@](mailto:jnlworkplacements@sheffield.ac.uk) for updates
 - Careers – also advertise work placements -
<https://www.sheffield.ac.uk/careers/jobs>
 - International careers -
<https://www.sheffield.ac.uk/careers/jobs/international>

(If you are organising a placement in France or Spain you need to contact us for an agreement between the placement provider and the University)
- Keep in touch and let us know what you are organising



Deciding on a placement

- Which branch of journalism interests me?
- What do I have to contribute?
- What will I learn from it?
- Is it geographically convenient – do you have accommodation in that area? Can you travel to and from the workplace at the times when you're needed?



Dates for work placements 2018

VACATION TIME ONLY

- w/c 7th Jan
- w/c 8th April for 3 weeks(2 x bank hols)
- w/c 10th June 15 weeks
- All full-time work experience/internship/placements need to be taken in vacation time.
- You can work part-time in term time but no more than 16 hours, depending on what hours are free on your timetable. The journalism timetables are really demanding so please do not take too much on, you must work around your timetables and cannot miss any classes or hand in deadlines. We do not adjust assessment dates or offer extensions for work experience/placements.
- You should also be available in the exam periods, there may be exams and assessments in this time period and the University regulations state that students should be available in Sheffield.
- Semester Dates 2018/19 can be found here: <https://www.sheffield.ac.uk/about/dates/2018-19>
- Exam Dates are here: <https://www.sheffield.ac.uk/ssid/exams/exdates>The 2019 exam resit period is 5th to 23rd August 2019.



Health and Safety

Please see the link

<http://www.hse.gov.uk/pubns/indg36.pdf>

<http://www.hse.gov.uk/pubns/lawleaflet.pdf>

- All students need to be aware of their own health & safety while they are out on a work placement
- We advise all students to take out travel & personal insurance if they are travelling abroad. Insurance can be arranged through the University, please make us aware
- If you are using your own motor vehicle, make sure your car insurance covers work related travel



Health & Safety continued...

- If there are any Health & Safety issues while you are out on a work placement, you must....
 - let your supervisor know immediately
 - email the department jnlworkplacement@sheffield.ac.uk, or call our reception 9am to 5pm 0114 2222500



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Induction Form

Please complete your induction form
(yourself) on the first day with the help of
your supervisor

Return the completed copy to

jnlworkplacements@sheffield.ac.uk

It takes 5 mins to complete and is really important



Social Media

- Please remember anything you blog or write on Twitter or Facebook will be seen by your placement provider and can be accessed by our department – don't put anything negative!

Social media is NOT private

- We love to hear about what you are up to on your work placements and see your photos #jusplacement



Your application

- Research the organisation and the geographic area
- Know their style, content, approach, audience
- Ensure your covering letter lets them know you're familiar with them
- Know why you want a placement with this particular organisation



Your application cont...

- Describe, briefly, your RELEVANT skills, INCLUDING what you've done on your course e.g.

Covering your own patch, digital audio and video editing, filming, recording, law, news days, building websites – NCTJ/BJTC/PPA accredited

- Pitch your letter/cv to specific employers – one size does **not** fit all
- Be enthusiastic!

CV meetings will be available throughout the semester with Trish – details to be emailed out



Once you have been allocated, or accept the offer of a placement, attendance is compulsory!



Be prepared

- Read the newspaper/online content or listen/watch the output the weeks leading up to your placement
- Know where you are going, the full address/telephone number and where to report to
- Who do you need to report to
- What time do you need to be there, expect to stay late
- Check the dress code – dress to impress
- Take in story ideas!

If we organise your work placements we still expect you to do all the research and contact them 2 weeks before to make all the arrangements!



When you get there...

- Turn up smartly dressed, with a smile on your face. Be prepared!!
- Know what's happening. Be interested in the output, be keen and enthusiastic
- **Go in with ideas** – learn the house style
- Do what's asked of you, but try to do more
- Look for people who need help
- ...and why not offer to make the tea?



Lastly get some feedback

- Feedback is important to help you improve
- Good written feedback can be used as a reference for other placements/work
 - For your NCTJ portfolio & HEAR (UGs)
- Do a good job and you may be asked back, and if you are lucky you may even get paid shifts!

The department will provide you with a feedback form – make sure you get feedback before you leave and from the person who supervised you, once you are gone it will be harder to get!



- You get out of it
what you put in.....
- Careers days will be organised
- Attend the Guest Lectures



Contact Details/Social Media

- Patricia Mellars (Trish) 0114 2224252
- Facebook/email groups for updates
- jnlworkplacements@sheffield.ac.uk
- [#jusplacement @sheffjournalism](https://twitter.com/sheffjournalism)
- LinkedIn – The Sheffield Journalism Network
- BLOG
<http://jusplacement.group.shef.ac.uk>



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