COMM 5399.001: COMMUNICATION INTERNSHIP
Summer I/II, 2014

Professor: D. K. Ivy, Ph.D.
diana.ivy@tamucc.edu
Office: BH 325, 825-5986
Office Hrs: TBA
(Other office visits by appointment.)

COURSE DESCRIPTION: Practical experience in the communication field through placement in a position of employment.

STUDENT LEARNING OUTCOMES: The goal of this course is to give you hands-on experience in the field of communication. This internship will provide you valuable training and professional experience. Throughout this course, you will be able to:
1. demonstrate professional skills in the field of communication;
2. explain duties completed and skills developed through work logs and evaluative essays; and
3. evaluate/assess the strengths and weaknesses of the organizational setting.

ATTENDANCE POLICY: Attendance and punctuality are a must in the professional world. You will negotiate your work schedule with your on-site supervisor. As with any professional position, you are expected to work in accordance with your schedule and to be on time for all work sessions. Internship termination by your employer, excessive absenteeism, and/or lack of punctuality will result in no credit being given for the course.

ACADEMIC ADVISING: The College of Liberal Arts requires students to meet with an Academic Advisor once they’re ready to declare a major. The Advisor will set up a degree plan which must be signed by the student, a faculty mentor, and the department chair. The Academic Advising Center is located in Driftwood 203E; call 825-3466.

STUDENTS WITH DISABILITIES: TAMU-CC complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you need disability accommodations, please see me and speak to your on-site supervisor as soon as possible. Please have your accommodation letter from the Disability Services Office with you when you see me and your on-site supervisor. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), contact the Disability Services Office (CCH 116, 825-5816). All discussions will remain confidential and should occur within the first two weeks of the semester.

EQUITY STATEMENT: All people, regardless of sex/gender, age, class, race, ethnicity, religion, physical/learning ability, sexual orientation, veteran status, etc., shall have equal opportunity without harassment in this course. Any problems can be discussed confidentially with your instructor.

ACADEMIC DISHONESTY: Academic dishonesty is grounds for suspension from the university. Any student who plagiarizes someone else’s paper, presentation, or speaking notes; lifts information from sources without citing those sources; attempts to turn in or present the same work in multiple classes; presents a group project as your work solely; purchases or otherwise obtains research or papers written by another person and turns that work in as your own; or uses unauthorized notes, tests, or other study aids or copies another person’s answers for an examination may be given an automatic no credit
for the course. If you’re uncertain about the university’s policy on academic misconduct, refer to the Student Handbook or University catalog.

GRADE APPEAL PROCESS: Students who feel they haven’t been held to appropriate academic standards as outlined in this syllabus, equitable evaluation procedures, or appropriate grading may appeal the final grade given in the course. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details on the process of submitting a formal grade appeal, please visit the College of Liberal Arts website, cla.tamucc.edu/students/studentinfo.html. For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean.

GRADING: This course is graded credit/no credit. Due dates for all assignments must be met or NO CREDIT will be given for your internship. In order to receive credit for your internship, you must complete the following:

120 hours of work on site

Hours will be documented in your work logs and verified by your on-site supervisor. All hours must be completed by the end of the semester in which you enroll in COMM 4399 unless other arrangements are made.

Weekly Work Logs

Work logs must be submitted weekly to Dr. Ivy via email (diana.ivy@tamucc.edu)

Midsemester Report

Progress report due midway through the semester in which you are enrolled in COMM 4399. Submitted to Dr. Ivy via email attachment (diana.ivy@tamucc.edu).

Evaluative Essay

Due when hours are completed or by the last day of the semester in which you are enrolled in COMM 4399. Submitted to Dr. Ivy via email attachment.

Supervisor Evaluation

Due when hours are completed or by the last day of the semester in which you are enrolled in COMM 4399. Submitted to Dr. Ivy by your on-site supervisor via email attachment.

ASSIGNMENT SUMMARIES:

1. **120 Hours:** The exact scheduling of these hours is negotiated between you and your on-site supervisor. All hours must be completed by the end of the semester in which you enroll in COMM 4399 unless other arrangements are made.

2. **Work Logs:** Work logs are simply a brief description/outline of the assignments and tasks you are doing at your internship. Be certain to include the number of hours you work each week, as well as the total number of hours completed at the time you submit the work log. Logs should be submitted weekly via email to Dr. Ivy. Sample work logs are provided below.
Sample Work Log:

Monday, October 22, 2014
1pm – 5pm
Reviewed TAMU-CC’s media plan for the Caller Times
Worked on spreadsheet for media plan

Wednesday, October 24, 2014
2pm – 4pm
Researched examples of PR materials used at the company

Total Hours for the Week:  6
Total Hours to Date:  32

(NOTE: Do not use bullets or underlining in your work logs.)

3. Midsemester Report: Midway through your internship, you must submit a 1-2 page report assessing how well the internship is progressing. Please be specific and note things that are going well, as well as things you’d like to see change or improve. If specific action is needed on the part of Dr. Ivy or your on-site supervisor, be sure to mention what you’d like to see happen. These assessments will be confidential between student interns and Dr. Ivy; no on-site supervisors will see these assessments unless the intern wishes them to see them. The report should be submitted to Dr. Ivy as an email attachment (Word document, submitted to diana.ivy@tamucc.edu).

4. Evaluative Essay: You must submit a 3-5 page (typed, double-spaced, standard margins) evaluation of your internship at the end of the semester in which you’re enrolled in COMM 4399. The essay should be submitted to Dr. Ivy as an email attachment (Word document, submitted to diana.ivy@tamucc.edu).

This evaluation should include the following:
--significant things you have learned about yourself, the communication field, and the organization where you’ve worked
--what you consider to be the strengths and weaknesses of doing an internship at your location
--whether you believe the courses you’ve taken in your major and/or minor have prepared you for this internship (i.e., what courses were most useful to prepare you for the internship; what courses or topics you think future interns should take to prepare them to work as a communication professional)
--what you’ve learned and/or what experiences you’ve had at this internship that you believe will be beneficial to you after graduation

5. On-Site Supervisor Evaluation: Your on-site supervisor will also provide feedback on your performance in the internship. This feedback will include a verification of your hours and duties, as well as a rating of your skills and professionalism. Dr. Ivy will email the evaluation form to you or your supervisor; he/she must return it to Dr. Ivy (via email attachment or regular mail) in order for you to receive internship credit. If supervisor evaluations are not received, you will receive an Incomplete for COMM 4399 until the evaluation is submitted.