

COMM 4090/MCOM 5090: Internship

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Office Hours:

Moodle: Using Moodle is a requirement of this class. Documents such as syllabi, evaluation forms, and so forth are posted on Moodle. I will communicate with you, both individually and as a group, through Moodle. Moodle will use your Warhawk account ONLY. You will keep your journal on Moodle and your grades will be posted there.

Course Prerequisites/Co-requisites: For 4090: Completion of 16 hours of MCOM or CMST coursework, including COMM 2090 (formerly MCOM 3090 or CMST 1009), and an approved internship proposal, including the signatures of your academic advisor and your site supervisor.

For 5090: Completion of 9 credit hours of graduate coursework in Communication, Communication Studies or Mass Communication, and an approved internship proposal, including the signatures of your major professor and a site supervisor.

Course Description: The purpose of Internship is twofold: First, students demonstrate what they have learned, their ability to apply learning, and their professionalism in integrating themselves into a work context. Second, the Communication Department assesses its effectiveness and the quality of its graduates in part through their internship performances.

In addition, students acquire hands-on experience and generate items for a professional portfolio. The internship is both a learning experience and a work experience. That is, as an intern you are simultaneously a student who needs and expects instruction, and a professional on the job with skills and a contribution to make to the sponsoring organization.

Interns must be supervised on site by someone with training and/or experience in an appropriate field.

Course Objectives and Outcomes:

- To acquire hands-on experience in a work situation outside the University classroom and campus.
- To integrate hands-on experience and classroom learning, and think critically about the fit.
- To demonstrate professional skills, especially the basic skills of written and verbal communication, as well as media production skills specific to career objectives.
- For graduate students (5090), to demonstrate management level knowledge and skills.

Textbooks Required: None.

Instructional Methods and Activities: Class meetings consist of an orientation and a session for oral presentations. In between, the intern's work site is the classroom. In addition, each student meets with the Internship instructor for one required interim consultation and, when possible, the instructor makes one site visit. Other interim consultations can be arranged at the initiative of students.

Evaluation and Grade Assignment: Undergraduate mid-term grades will be posted online for students to view via Banner. Only two mid-term grades are possible: "IP" or "F." If you have completed all requirements of the course to that point, a mid-term grade of "IP" will be entered. If any of your paperwork is missing or you have failed to meet any of the other requirements of the course that are due by mid-term, a mid-term grade of "F" will be entered. If you receive a mid-term grade of F, *it is still possible to pass the course by contacting the instructor **immediately** and clearing up the problem.*

Students are evaluated by their site supervisor twice during the semester. In addition, students must attend orientation, submit a proposal, complete a minimum of 140 hours of hands-on work (200 for a 5000-level, 3ch internship), keep a journal, submit a final paper and a learning portfolio, and give an oral presentation. Final grades are computed as follows:

Journal	10%
Site Supervisor Evaluations	15%
Final Paper	25%
Presentation	25%
Portfolio	25%

This course involves several ungraded requirements. Failure to complete any of these requirements will result in grade penalties and possibly a failing grade for the course. See additional information about grading below.

Class Policies and Procedures: The Moodle website for this class will be used to track completion of paperwork for this course. I post credit for paperwork received as soon as possible, usually within 24 hours. You are responsible for checking Moodle to make sure credit has been posted.

Attendance: Attendance will be taken at the orientation and the oral presentations. Attendance is required. Students who fail to attend orientation will be asked to drop the class. Site supervisors will evaluate interns on “dependability,” which is to say, showing up for work as scheduled and on time. Low scores in dependability will affect the student’s final grade and could result in failing the class.

Make-up: In cases of documented illness or emergency, or official university absence, students may ask—in advance—for a make-up orientation with the instructor. *Make-up orientations are not available for any reason other than official university absence or documented illness/emergency.* If a student misses the final oral presentations due to documented illness, emergency or official university absence, the instructor will award an “IP” grade and the student will make the final presentation at the end of the subsequent semester with that semester’s class. If a graduating senior misses the oral presentations due to an official university absence or **documented** emergency, a make-up session will be schedule with the instructor so that the student can graduate on time.

Cell Phones: Interns are expected to observe cell phone and other personnel policies of their work sites.

See the Syllabus Addendum for additional information about policies and student services.

Course Requirements:

1. A completed internship proposal and attendance at internship orientation. **You DO NOT HAVE AN INTERNSHIP UNTIL** the internship proposal is completed with all required dated signatures and in the hands of the internship instructor. Occasionally an initial internship placement does not work out and students seek permission to change internships. This can be done **ONLY during the first two weeks of the semester** and by submitting a new internship proposal with required signatures. **Proposals to change internship sites submitted after 11:30 a.m. of the second Friday of the semester will not be approved.**
2. For a 3-credit hour, 5000-level internship, completion of a minimum of 200 supervised hours of work, documented in a journal. For a 2-credit hour, 4000-level internship, completion of a minimum of 140 supervised hours of work, documented in a journal. (No timesheets. Keep track of hours in your journal, *both hours per work shift and a running total.*) Please note: The hour requirements listed here are bare minimums. Falling below these bare minimums will result in an F for the course.
3. A journal documenting what you did, **how you did it, why you did it that way**, questions about what/how/why, thoughts on your experiences. Your journal should reveal your **decision-making process** and your reflections on your work. It should **demonstrate problem solving** and the **ability to synthesize** classroom and hands-on experience. A list of tasks or log of activities will not suffice. The journal **must be kept on Moodle**.
4. A mid-term conference with the internship instructor, scheduled at your initiative during the time period allotted. If you are doing your internship away from Monroe, we will meet by telephone. It is your responsibility to contact me via e-mail or text message to propose a meeting time.
Communication courtesy: I will give you my cell phone # for the purpose of this class. You may text me regarding internship questions/issues and to set up your MT conference, or to ask to speak with me on the telephone. I do not text and drive; therefore, do not panic if I do not respond immediately! Please do not forget to tell me who you are, as my caller ID will not know.
5. An interim evaluation and a final evaluation from your site supervisor; a final evaluation of the internship from you. **You are responsible for making sure that your supervisor turns in evaluation forms.**
6. A final paper (typed, double-spaced, 5-6 pages) analyzing **what you learned** and synthesizing the experience with your academic preparation and career goals. This is your opportunity to demonstrate your ability to analyze experience and think critically and professionally about your area of communication. Organize your paper around two to five points of learning, provide supporting detail, consider the fit between coursework and hands-on experience, etc.
7. Oral presentation. As with the paper, **organize your oral presentation around points of learning**. Use relevant elements from your portfolio as audio-visual aids with your presentation. A Power Point slide show can be good but is not required. This is your opportunity to present yourself as a professional. Take it seriously.

8. Senior portfolio. Your portfolio must include your résumé. Other contents will depend on your concentration and the kind of internship you have done. It might consist of press clippings, a résumé tape/CD, photographs, scripts or other products and documentation of internship activities. It should also include materials from your academic career: a research paper, a case study, speech scripts, etc. In other words, the portfolio **must be comprehensive**; it is a learning portfolio, and it should be a job-hunting aid comprised of **your best work** throughout your college career.

More About Grading:

Your journal will be reviewed at least once during the internship, with feedback provided to help you improve. It will ultimately be evaluated on thoroughness and thoughtfulness. The more you can say about how and why you do what you do, the better. The more you reflect critically on how and why, the better. (A journal that merely reports what you did will receive a grade of C at best. An incomplete journal will receive a grade of D at best.)

Your paper will be evaluated on how thoroughly and thoughtfully it conveys what you learned, and your ability to think critically. The paper and the portfolio will be evaluated on organization and professional presentation, including the mechanics of writing such as grammar and spelling. (A paper that merely summarizes your experience or tells a story about your experience will receive a grade of C at best.)

Papers and portfolios with mechanical problems—grammar, spelling, punctuation—will be penalized one full grade for a moderate number of such errors (2 or 3 per page) and two full grades for a high number of such errors (4 or more per page).

Your presentation will be evaluated on organization, focus, professionalism, vocabulary, articulation, use of examples and audio-visual materials, etc. (A presentation that is NOT organized around points of learning can earn a C at best, and that only if it is good in every other way.)

Course Topics/Tentative Schedule:

Please be reminded that my contact information is at the top of p. 1 of this syllabus and on the syllabus addendum. The instructor reserves the right to adjust the schedule as needed.

First or second day of class, 5:30 p.m. Orientation. (Orientation for summer internships is scheduled Wednesday of spring semester finals week.)

Three days after orientation, 4:30 p.m. DUE: Complete proposal with all signatures in place.

Week before mid-term: DUE: Site Supervisor's interim evaluation.
Make appointment with internship instructor for mid-term conference next week.

Mid-term week: Mid-term conference with internship instructor.

Last day of class: Group A: Presentations with portfolio, final evaluations, etc. (everything due); STBS 144.
Group B: Presentations with portfolio, final evaluations, etc. (everything due); STBS 144.