

CO 398/498 Communication Internship

Course Syllabus and Calendar

Section Information

Section(s) 01

F 3:35–4:25 (As Needed) | F2F

EC 109

Instructor:

Manuel Lujan Cruz, PhD

Email: cruz6043@triton.uog.edu

Office: EC 213B

Office Hours:

Mon/Wed: 12:00-2:30 pm

Friday: 3:35-4:35 pm

Office #: (671) 735-2704

***If you send me an email, please include "CO 398/ CO 498" in the Subject Line.**

I. Course Description & Student Learning Outcomes

CO 398 – This upper division course provides an optional, practical internship experience for students which will enhance their preparation for the professional world. Each student works **90 hours** as an intern at a local business, organization, or government agency while also meeting with Instructor to integrate their educational knowledge and skills with their external experience. **Prerequisites:** 12 credit hours of Communication courses, junior standing or consent of instructor.

CO 498 – This course is designed as a "bridge" experience between the academic and professional worlds for Communication majors in their senior year. It offers students advanced training in professional skills prior to graduation. Each student works **120 hours** as an intern at a local business or agency, while also meeting with the Instructor for cognitive integration of their learning experiences. **Prerequisite:** 18 credit hours of Communication courses, senior standing.

Student Learning Outcomes—By the end of this course, all students will be able to (**PLEASE REFER TO LAST PAGE OF SYLLABUS TO SEE HOW THESE SLOs ARE LINKED WITH PLOs, AND ILOs**):

- **SLO1:** Apply theoretical knowledge acquired from the courses in the Communication major at the practical level in the pre-professional context of the internship.

- **SLO2:** Apply the skills in their specific Communication track (e.g., writing and interviewing in the Journalism track, production skills in the Mass Media track) in various activities in the internship.
- **SLO3:** Apply the knowledge and skills in the projects and tasks given by the internship supervisor.
- **SLO4:** Integrate theory and practice through their reflections on the internship experience.

II. Supplies

Students must have access to a laptop or tablet computer with high-speed Internet access.

III. Course Purpose and Expectations

This course will provide you with practical experience in the Communication field in career settings. You will have the opportunity to apply what you have learned throughout the course of your program, and to gain additional knowledge and skills.

Securing an Internship

It is the Student's responsibility to find and secure an organization for their internship. The Instructor may assist in this process by providing a list of organizations where past students have interned. However, such organizations may not have available internship opportunities for the respective timeframe.

Once Students have selected an organization and have contacted a representative, they can expect that the organization will want to interview first. *You should not assume that your appointment is automatic.* After the organization has informed the Student or Instructor that they have accepted them as an intern, the Student should have the organization complete the **Agreement Papers** provided during class. Be sure to return a copy to the instructor (students should let the organization keep one set, and students keep one copy, also).

Internships should be secured **by the end of the second week of class.**

Coursework

Each student will work approximately **90 hours for CO 398** or **120 hours for CO 498** during the semester at a local organization. Be advised that even if your hours are completed, **you cannot leave a project partially done.** Plan accordingly, or stay the extra time to finish.

Please keep a copy of everything you do. However, if it is proprietary information, the Instructor will have to review that on the organization's premises.

At the end of the semester, you will **submit a folder** containing copies and notes of what you have accomplished during your internship. The instructor can also examine video and audio material on the premises of the organization. **Be sure to write a daily summary of what you have done and the hours of work.** Have your supervisor write a brief weekly summary and certify the hours you worked that week.

Lastly, keep the Instructor updated about your progress on a regular basis. This will ensure that I am able to assist you should an issue arise.

IV. Assessment and Evaluation

Students' participation in the course will be assessed and evaluated through the submission of the following items to the Instructor (instructions and forms for these will be distributed early on during the course):

- Certification of hours on duty (Timesheet)
- A letter of recommendation and evaluation form from their work supervisor
- A representative sample of their professional work
- A reflection paper explaining:
 - The extent to which the internship provided the opportunity to acquire the SLOs specified above; and
 - How the internship benefited the student professionally and personally.

At the end of the semester or the completion of your hours, you must give the **evaluation sheet** to your supervisor to complete and forward to me. I may meet with them to discuss the quality of your work, and will assess the work included in your folder.

IV. Additional Notes

Remember that you are representing UOG and the Communication and Media Department. We need you to take this experience seriously and do a good job for yourself and those Communication majors coming after you who might want to intern at the same organization. When you say you will be there on certain days and times, make sure you are.

Getting the Experience You Desire

You may have to be a little aggressive about getting the organization to use you in the manner you desire. Look for communication projects and activities you might do and suggest these to your supervisor, who may have issues on his or her mind. Seek the activities in which you think you need more knowledge and/or skill. This doesn't mean you shouldn't readily do other activities they ask of you.

ADA Accommodation Services

For individuals covered under the ADA (Americans with Disabilities Act), if you are a student with a disability requiring academic accommodation(s), please contact the Student Counseling and Advising Service Disability Support Services Office to discuss your confidential request. A Faculty Notification letter from the Disability Support Services/Student Counseling and Advising Service Accommodation counselor will be provided to me. To register for academic accommodations, please contact or visit Sallie S. Sablan, DSS counselor in the School of Education, office 110, disabilitysupport@triton.uog.edu or telephone/TDD 671-735-2460.

Alignment of SLOs with PLOs with ILOs

Student Learning Outcomes (SLOs)

SLO1: Compose journalistic stories that adhere to professional standards and style.

SLO2. Apply information-gathering strategies for reporting and writing news.

SLO3. Demonstrate proficiency in writing news stories for multiple platforms.

Program Learning Outcomes (PLOs)

PLO1. Articulate the theories of perception, interaction, and the creation of shared meaning in individual, group, intercultural, mass and digital communication settings;

PLO2. Analyze the effects of media messages and form on the individual and society;

PLO3. Apply basic logic, reasoning, ethics, and interpretation in producing and consuming messages

PLO4. Construct and express a cohesive idea, across multiple platforms, drawn from multiple sources of information that arrives at a rational conclusion expressing a defensible point of view;

PLO5. Utilize contemporary and understand developing communication technologies.

Institutional Learning Outcomes (ILOs)

ILO1. Mastery of critical thinking and problem solving

ILO2. Mastery of quantitative analysis

ILO3. Effective oral and written communication

ILO4. Understanding and appreciation of culturally diverse people, ideas and values in a democratic context

ILO5. Responsible use of knowledge, natural resources, and technology

ILO6. An appreciation of the arts and sciences

ILO7. An interest in personal development and lifelong learning.

[Note: In order to conserve paper, and adhere to the *UOG Green Initiative*, tables are not used to convey the following information.]

SLO1-> Aligns with PLO3, PLO4, and PLO5 -> Aligns with ILO1, ILO3, ILO4, ILO5, ILO7. Assessed with written projects, written assignments and exercises.

SLO2 -> Aligns with PLO3, PLO4, and PLO5 -> Aligns with ILO1, ILO3, ILO4, ILO5, ILO7. Assessed with written projects, written assignments and exercises.

SLO3 -> Aligns with PLO3, PLO4, and PLO5 -> Aligns with ILO1, ILO3, ILO4, ILO5, ILO7. Assessed with written projects, written assignments and exercises.