



## ***Junior Internship - co398***

Fañomnåkan 2025

**Meeting Place:** EC 201/Big Blue Button

**Time:** TBA

**Instructor:** Dr. Raymond Anderson

**Office:** CFA Office 213D

**e-mail:** rdanderson@triton.uog.edu

**Phone Text:** [REDACTED]

**Office Hours:** Tues. 11-1, Wed. 4 -5, Thurs. 11-1 & 4 -5 or by appointment

**No Required Text**

### **COURSE DESCRIPTION**

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. **Prerequisite: 12 credit hours of Communication courses, junior standing or consent of the instructor.**

### **LEARNING OUTCOMES**

<b>Course Student Learning Outcomes</b>	<b>Program Learning Outcomes</b>	<b>Institutional Learning Outcomes</b>	<b>Assessments</b>
Student will be able to produce professional level work as assigned by supervisors.	Apply basic logic, reasoning, ethics and interpretation in producing and consuming messages	Mastery of critical thinking and problem solving	Completed portfolios and supervisor evaluation.
Student will be able to assess and critique their own work in a professional environment.	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.	Effective oral and written communication	Mid and end of semester narrative reports.
Student will be able to incorporate academic communication knowledge and professional experience.	Utilize contemporary and understand developing communication technologies	Responsible use of knowledge, natural resources, and technology	Completed portfolios, supervisor evaluation and end of semester narrative reports.

### **POLICIES & PROCEDURES**

Students must work a **minimum of 120 hours** of shifts over the course of the semester (average = 8 hours per week). Failure to attend assigned intern shifts will be treated as absences and result in a lower grade.

1. Students will submit a biweekly 150 – 200-word update **by email**.

2. Students will submit a **Certified Work Hours Record**, certified by their supervisor twice a semester (mid – point and at the end) ensuring hours met.
3. Students should hand in a mid-semester summary report that discusses the internship experience so far, highlighting what has been achieved and noting any challenges.
4. Students must provide a portfolio of their projects at the end of the internship work (form to be determined in consultation with the instructor), which will include a **narrative** about the internship activities and a reflection on the experience (details and format will be discussed).
5. Students must arrange for their internship supervisor to complete two **Internship Evaluation Forms**. A mid-point evaluation and a final evaluation, both of which should have been discussed with you.

### **Graded Activities and Assignments**

Activity	Assignment Points
1. Certified Work Hour Records (CWHR) (twice)	100
2. Student/Instructor Conferences (3)	150
3. <b>Eight Bi - Weekly updates</b>	100
4. Mid Semester Summary Report	100
5. <b>Final Supervisor Evaluation</b>	250
6. Portfolio	45
7. Resume	30
8. <b>Final Reflection Paper</b>	125
9. Presentation	100
<b>TOTAL</b>	<b>1000</b>

**All grades are based on:**

**A+** 100-98, **A** 97 - 93, **A-** 92 - 90; **B+** 89- 87, **B** 86 - 83, **B-** 82 – 80;

**C+** 79 - 77, **C** 76 – 70, **D** 69- 60; **F** = <60%.

**W:** Withdrawal assigned by Registrar – student stopped attending class and submits/files required documents.

**UW:** Unofficial withdrawal assigned by Registrar – student stopped attending classes and did not submit/file the required documents.

**For GPA purposes, a UW is regarded as an “F” grade and impact financial aid.**

### **ELECTRONIC COMMUNICATION**

I check my email on a regular basis. Email is the best way to reach me. I will usually respond within 24 hours.

Feel free to text message me in emergency situations (the number is provided above).

### **LATE WORK**

Late work is accepted but it will receive a reduction penalty of **5%** (up to one day late); **10 - 20 %** for later work. **I will likely not accept work that is over two weeks late.**

## DISABILITY SUPPORT SERVICES ACCOMMODATION

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, office110, [disabilitysupport@triton.uog.edu](mailto:disabilitysupport@triton.uog.edu) or telephone/TDD 671-735-2460.

## PLAGIARISM

The UOG Student Handbook prohibits plagiarism. In this class, evidence of plagiarism in any assignment will result in a significantly lowered grade for the assignment on the first occurrence; a second occurrence of plagiarism will result in an F grade for the assignment and the third time will result in an F grade for the whole course, and possibly a hearing at the Student Discipline Committee. Review handout on how to avoid plagiarism.

## ARTIFICIAL INTELLIGENCE USE

The use of Artificial Intelligence (AI) as a research tool is allowed, but it must not replace the student's original ideas, creativity, and critical thinking. AI should be used only as a tool to assist in research, and proper attribution must be given to any AI-generated content. All work submitted for grading must be the sole product of the student's endeavors. Any violation of academic integrity will be dealt with accordingly.

## SPECIFIC EXPECTATIONS

1. The scope of work for the internship will be negotiated by the student, internship supervisor, and instructor. Basically, we want to ensure that your internship experience will be relevant to your preparation for a career in the Communication field.
2. The MEMORANDUM OF AGREEMENT should be signed **before** you can start your internship. You can only start logging hours after the date of the MOA.
3. You are expected to provide the instructor with a bi-weekly update of your internship. Updates may include a progress report, activities, and concerns. Email updates are generally sufficient, but please do give me a call if you have any specific concerns. These updates will also help you build the material for your portfolio and final Reflection Paper.
4. Required documents
  - a. Memorandum of agreement
  - b. Job Description and Goal Sheet with Internship schedule – dates, hours (date when expected 120 hours will be completed should be identified)
  - c. Bi-weekly updates

- d. Certified Work Hour Sheets/Time-sheets – should be signed by internship supervisor and submitted mid-semester and at the end of the semester.
  - e. Supervisor's Evaluation – Mid-Point and Final
  - f. Resume
  - g. Portfolio
  - h. Reflection paper
  - i. Presentation
5. Interns should bear in mind that they represent UOG and the Communication program at the internship site. We expect you to be good ambassadors of the program. Please be on time with your appointments, perform at your best level, be sensitive to the organizational culture (dress code, nonverbal messages, etc.), and be an effective communicator!

### COMMUNICATION POLICY

University policy states that official communications will be sent using university assigned (@gotriton or @triton) email addresses. University electronic mail and messaging is to be used to enhance and facilitate teaching, learning, scholarly research, support academic experiences, and to facilitate the effective business and administrative processes of the University (OIT policy manual, 3.10, p. 36).

### FACULTY EVALUATION

The student course and faculty evaluations for courses will be administered at the completion of the semester within CollegeNet. Student participation is essential and appreciated. Student responses are anonymous and cannot be traced back to individual students. You will need your WebAdvisor login credentials to complete the evaluation. If you experience login issues, please refer inquiries to OIT staff to assist at 735-2630/40.

### COURSE OUTLINE/DAILY SCHEDULE

Instructor reserves the right to make changes to the schedule or make adjustments to meet important needs as deemed necessary or reasonable. Any changes will be announced in class and students who are absent are responsible to become informed of such changes.

Week	Date	Topic	Reading	Assignment
1	1/24	Meeting	Syllabus and forms	Memorandum of Agreement (MOA) with goals, objectives and strategies discussed.
2	1/31	Resume discussion		<b>Resume Project Assigned</b> <b>Sign up for conference</b> <b>First Bi-Weekly Report Due</b>

3	2/4	Individual Conferences		Submit MOA, Job/Goals
	2/6	Individual Conferences		Submit MOA, Job/Goals
	2/7	Individual Conferences		Submit MOA, Job/Goals
4	2/11	Individual Conferences		Submit MOA, Job/Goals
	2/13	Individual Conferences		Submit MOA, Job/Goals <b>Bi-Weekly Report Due</b>
5	2/17	No meetings		
6	2/24	No meetings		<b>Bi-Weekly Report Due</b> Sign up for conferences
7	3/3	No meetings		
8	3/11	<b>Mid Semester Conferences</b>		<b>Bi-Weekly Report Due</b>
	3/13	<b>Mid Semester Conferences</b>		Hand in Mid Semester Reports and CWHR <b>48 Hours before conference</b>
	3/14	<b>Mid Semester Conferences</b>		
9	3/18	<b>Mid Semester Conferences</b>		<b>Hand in Mid Semester Reports and CWHR &amp; sign up for conference</b>
	3/20	<b>Mid Semester Conferences</b>		
	3/21	<b>Mid Semester Conferences</b>		
10	3/17-21	<b>Spring Break</b>		
11	3/24	No meeting		<b>Adjusted Bi-Weekly Report Due</b>
12	4/7	No meeting		<b>Bi-Weekly Report Due</b>
13	4/14	No meeting.		
14	4/21	No meeting.		<b>Bi-Weekly Report Due</b>
15	4/28 – 5/1	Possible Site Visit		Sign up for Conferences

16	4/29 – 5/5	Possible Site Visit		<b>Final Bi-Weekly Report Due</b>
17	5/6 – 9  5/6  5/8  5/9	Possible Site Visit  <b>Final Conference</b>  <b>Final Conference</b>  <b>Final Conference</b>		<b>Submit final portfolio, Supervisor's evaluation, signed CWS, updated resume and reflection papers <b>48 Hours before conference</b></b>
18	5/16 or 17	<b>Presentations</b>		