



Junior Internship - co398 Finakpo' C

Meeting Place: Big Blue Button

Time: TBD

Instructor: Dr. Raymond Anderson

Office: Big Blue Button

e-mail: rdanderson@triton.uog.edu

Phone Text: 671- 488-0602

Office Hours: By appointment

UNIVERSITY OF GUAM

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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

Course Student Learning Outcomes	Program Learning Outcomes	Institutional Learning Outcomes	Assessments
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 90 hours** of shifts over the course of the session (average = 18 - 23 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 **Certified Work Hours Record**, signed off by their supervisor.
2. Students should email a 50 – 100-word update of activities **each week for a total of 5**. Keep them in the same email thread and number them each: Week 1, 2 etc.
3. Students should hand in a mid-session summary report that discusses the internship experience so far, highlighting what has been achieved and noting any challenges.
4. Students must submit 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). **An updated resume should be part of the portfolio.**
5. Students must arrange for their internship supervisor to deliver two **Internship Evaluation Forms** to the Instructor. 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 – 50 points each)	100
2. Student/Instructor Conferences (three – 50 points each)	150
3. Timely weekly updates (five – 20 points each)	100
4. Mid-Point Summary Report	100
5. Final Supervisor Evaluation	250
6. Resume	50
7. Portfolio	50
8. Final Reflection Piece	200
TOTAL	1000

All grades are based on:

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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%.

ELECTRONIC COMMUNICATION

I check my email on a regular basis. So 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 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 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 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.
4. Required documents
 - a. Memorandum of agreement
 - b. Job Description and Goal Sheet with Internship schedule – dates, hours (date when expected 90 hours will be completed should be identified)

- c. Weekly updates
 - d. Certified Work Hour Sheets/Time Sheets – should be signed by internship supervisor and submitted mid-session and at the end of the session.
 - e. Supervisor's Evaluation – Mid-Point and Final
 - f. Resume
 - g. Portfolio
 - h. Reflection paper
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!

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 or telephone/TDD 671-735-2460.

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	7/1	First Meeting	Syllabus and forms	Memorandum of Agreement (MOA) with goals, objectives and strategies discussed. Organize for 1st conference
	7/5	1 st Individual conference		Hand in MOA & Job Description/Goal Sheet. Discuss Resume creation 1st E-mail Update due
2	7/12			1st E-mail Update due Resume due.
3	7/15	Mid-Session Conference		Mid-Session Summary, Evaluation & Certified Time Sheets due
	7/19			3rd E-mail Update due
4	7/26			4th E-mail Update due
5	7/31	Final Conference		5th E-mail Update due
	8/2 or 3			Final Reflection & Portfolio as well as Final Evaluation due