



## **COM 421 Communication Internship**

*Department of Communication & Theatre*

Spring 2019 ◊ 3 Units

**Dr. Melissa Newman**

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Office hours: Appointments by email request

### **PLNU Mission**

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

### **Course Description**

Participation in an internship supervised by departmental faculty. May be repeated up to a total of six credits. Graded Credit/No Credit. Only students with Junior or Senior standing permitted.

### **Course Learning Outcomes**

Students who successfully complete this course will:

1. Work a total of 120-150 hours at an approved internship over the course of the semester.
2. Develop meaningful learning goals with internship supervisor.
3. Track hours worked with monthly timecards approved by supervisor.
4. Complete internship paperwork listed under "Course Assessment" below and upload to Canvas in pdf format only.

### **Course Assessment**

1. Internship Approval (due by end of second week of semester)
2. Personal Responsibility and Internship Commitment
3. Supervisor Evaluation
4. Photo of Intern at Jobsite with the company logo in the photo
5. Intern Final Report and Site Evaluation
6. Bi-Weekly logs and timecards  
(\*all forms must be uploaded to Canvas as pdf files. Files in jpeg format must be converted to pdf format.)

### **Course Information**

- COM 421 is graded CREDIT or NO CREDIT- there is no letter grade.
- You will receive a final grade of "NO CREDIT" if you (1) do not complete at least 120 hours at the internship site, or (2) fail to complete all required paperwork in the handbook, or (3) receive a performance evaluation of "Unsatisfactory" from your site supervisor.
- You must register and pay for COM 421 in the semester in which you carry out your intern responsibilities. COM 421 is offered in the FALL, SPRING, SUMMER I, and SUMMER II sessions.
- Internships done out of state must be approved by the Office of Assessment and Institutional Effectiveness.

- COM 421 Internship is always a 3-unit course-- you cannot get credit for only 1 or 2 units.
- You must complete a minimum of 120 documented hours at the internship site (this does NOT include travel time) and complete all required paperwork listed in the Internship Handbook (posted on Canvas)
- Your supervisor will be required to confirm your internship, approve your Bi-Weekly Log/Timecard and do a final evaluation. It is your responsibility to remind them to submit the required materials so you can earn credit.
- If your paperwork is incomplete at the conclusion of the semester, a NC (no credit) grade will be awarded.
- This syllabus serves as the contract between the students and professor. Your continued enrollment in the course serves as agreement to abide by the policies and information set forth here within.

### General Course Schedule

| Date                   | Agenda  | Due in Canvas                        |
|------------------------|---|--------------------------------------|
| Week of Jan 8 & Jan 14 | Secure internship by 1/19. Email Dr. Newman with plan.  | 1/18/19                              |
| Week of Jan 21         | Submit Initial Paperwork to Canvas<br>Approval Form<br>Commitment Form                                | 1/26/19                              |
| Week of Jan 28         | Work internship hours   |                                      |
| Week of Feb 4          | Work internship hours   |                                      |
| Week of Feb 11         | Work internship hours   | Complete Bi-Weekly Log and Time Card |
| Week of Feb 18         | Work internship hours   |                                      |
| Week of Feb 25         | Work internship hours   | Complete Bi-Weekly Log and Time Card |
| Week of March 4        | <b>**Halfway point in semester. You should have at least 60 hours by this point. If you're having</b> |                                      |

|                  |   |   |
|------------------|---|---|
|                  | <b>difficulties in your internship or not getting enough hours contact Dr. Newman ASAP.</b> |   |
| Week of March 11 | Work internship hours   | Complete Bi-Weekly Log and Time Card  |
| Week of March 18 | Work internship hours   | Submit Photo of Intern at Jobsite with Company Logo in the Picture  |
| Week of March 25 | Work internship hours   | Complete Bi-Weekly Log and Time Card  |
| Week of April 1  | Work internship hours   |   |
| Week of April 8  | Work internship hours   | Complete Bi-Weekly Log and Time Card  |
| Week of April 15 | Work internship hours   |   |
| Week of April 22 | Finish working internship hours<br>Upload final documents to Canvas                         | Submit:<br>(1) Supervisor Evaluation<br>(2) Intern Final Report and Site Evaluation<br>(3) Final Time Cards & Logs<br><b>DUE 4/26</b> |

### **University Notifications**

#### **Attendance & Participation**

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings, the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. Every absence in this class will result in a five point deduction from final points earned. See Academic Policies in the (undergrad/graduate as appropriate) academic catalog.

#### **Academic Honesty and Dishonesty**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. As explained in the university catalog, academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. Violations of university academic honesty include cheating,

plagiarism, falsification, aiding the academic dishonesty of others, or malicious misuse of university resources. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for a) that particular assignment or examination, and/or b) the course following the procedure in the university catalog. Students may appeal also using the procedure in the university catalog. See [Academic Policies](#) for further information.

### **Final Course Grades**

Final course grades will be submitted electronically at the conclusion of the semester by the deadline set forth by the university. Any questions regarding final grades need to be addressed within two weeks of the class ending and must be sent in writing to the professor. Grade inquiries beyond that time will not be allowed.

### **Academic Accommodations**

While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may request academic accommodations. At Point Loma Nazarene University, students must request that academic accommodations by filing documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual needs of the student. See Academic Policies in the (undergrad/graduate as appropriate) academic catalog.

### **Final Exam Policy**

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the "Class Schedules" site. No requests for early examinations or alternative days will be approved.

### **Copyright Policy**

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.