



COM 4021 Communication Internship

Department of Communication Studies

Fall 2020 ♦ 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 must meet with me once you have your internship lined up. My office is Cabrillo 200. On Canvas you will find the form you need to bring with you to the meeting.
- 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 August 17	Secure internship by 9/13. Email Dr. Newman with plan and any questions.	Aug 23
Week of August 24	Submit Initial Paperwork to Canvas Approval Form Commitment Form Fill out Google Sheet with Internship Info	Aug 23
Week of August 31	Work internship hours	
Week of Sept 7	Work internship hours	Submit August Time Card
Week of Sept 14	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Sept 21	Work internship hours	
Week of Sept 28	Work internship hours	Complete Bi-Weekly Log and Time Card

Week of Oct 5	**Halfway point in semester. You should have at least 60 hours by this point. If you're having difficulties in your internship or not getting enough hours contact Dr. Newman ASAP.	Submit September Time Card
Week of Oct 12	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Oct 19	Work internship hours	Submit Photo of Intern at Jobsite with Company Logo in the Picture
Week of Oct 26	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Nov 2	Work internship hours	Submit October Time Card
Week of Nov 9	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Nov 16	Work internship hours	
Week of Nov 23	Finish working internship hours Upload final documents to Canvas	Submit: (1) Supervisor Evaluation (Prof sends this to supervisor directly) (2) Intern Final Report and Site Evaluation (3) Final Time Cards & Logs

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 (including online sessions), 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. For further information please reference the Academic Policies in the academic catalog.

Course Credit Hour Information

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3-unit class delivered over 15 weeks. It is anticipated that students will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 113 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

State Authorization

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

Incompletes and Late Assignments

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

PLNU 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.

PLNU Academic Honesty Policy

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. 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. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

PLNU Academic Accommodations Policy

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

PLNU Attendance and Participation Policy

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

Asynchronous Attendance/Participation Definition

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

Spiritual Care

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#).

Use of Technology

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student needs technological resources please contact student-tech-request@pointloma.edu.

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.