



## **COM 4021C/E Communication Internship**

*Department of Communication Studies*

Spring 2022 ♦ 3 Units

**Dr. Melissa Newman**

Cabrillo 200 ♦ mnewman@pointloma.edu ♦ 619.849.2561

Office hours: Zoom 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 4021 is graded CREDIT or NO CREDIT- there is no letter grade.
- The professor must approve your internship before you begin. Please email the details of the internship and add them to the google sheet once this link is sent to you.
- There are no in-person class meetings. All the paperwork is completed on Canvas.
- 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 on Canvas, or (3) receive a performance evaluation of "Unsatisfactory" from your site supervisor.

- You must register and pay for COM 4021 in the semester in which you carry out your intern responsibilities. COM 4021 is offered (in most years) in the FALL, SPRING, SUMMER I, and SUMMER II sessions. In 2021, the university offered a Spring Mini in place of Summer II.
- Internships done out of state must be approved by the Office of Assessment and Institutional Effectiveness. If the internship is outside of California, students must register for section “E” and all California-based internships are in the “C” section.
- COM 4021 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 posted in Canvas.
- Your site 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 January 11	Secure internship by 9/13. Email Dr. Newman with plan and any questions.	March 7
Week of January 17	Submit Initial Paperwork to Canvas Approval Form Commitment Form  Fill out Google Sheet with Internship Info	March 14 Complete Bi-Weekly Log and Time Card
Week of January 24	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of January 31	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Feb 7	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Feb 14	Work internship hours	Submit Signed Time Card

Week of Feb 21	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Feb 28	<b>**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.</b>	Complete Bi-Weekly Log and Time Card
March 7-11	Spring Break March 7-11 Feel free to work internship hours during break-it's a good week to catch up on hours if you are behind.	
Week of March 14	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of March 21	Work internship hours	Submit Photo of Intern at Jobsite with Company Logo in the Picture Submit Signed April Time Card
Week of March 28	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of April 4	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of April 11	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of April 18	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of April 25	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**

### **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 due date. Late work will receive a reduction in points. 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**

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center ([EAC@pointloma.edu](mailto:EAC@pointloma.edu) or 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course and/or if they do not wish to utilize some or all of the elements of their AP in that course.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

### **PLNU ATTENDANCE AND PARTICIPATION POLICY**

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions, 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](#).