COM 4021C/E Communication Internship

Department of Communication Studies
Fall 2022 ◊ 3 Units

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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 Aug 30	Secure internship by 9/13. Email Dr. Newman with plan and any questions.	Sept 16
Week of Sept 5	Submit Initial Paperwork to Canvas Approval Form Commitment Form Fill out Google Sheet with Internship Info	Sept 16 Complete Bi-Weekly Log and Time Card
Week of Sept 12	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Sept 19	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Sept 26	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Oct 3	Work internship hours	Submit Signed Time Card

Week of Oct 10	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Oct 17	**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.**	Complete Bi-Weekly Log and Time Card
Week of Oct 24	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Oct 31	Work internship hours	Submit Photo of Intern at Jobsite with Company Logo in the Picture Submit Signed April Time Card
Week of Nov 7	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Nov 14	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Nov 21	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Nov 28	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Dec 5	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

SPIRITUAL CARE

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

If you have questions, a desire to meet with the chaplain, or if you have prayer requests, you can contact the Office of Student Life and Formation.

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

Students are expected to attend class and be on time. ***Failure to make presentations on schedule will result in a failing grade for that presentation***. Make up dates will not offered, unless a prearranged date has been made with the professor. In the event of absence on non-speech days, students should seek missed information/notes from classmates.

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 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.

SEXUAL MISCONDUCT AND DISCRIMINATION

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the Title IX Office at pointloma.edu/Title-IX. Please be aware that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at counselingservices@pointloma.edu or find a list of campus pastors at pointloma.edu/title-ix

COURSE MODALITY DEFINITIONS

1. In-Person: Course meetings are face-to-face with no more than 25% online delivery.

2. Online: Coursework is completed 100% online and asynchronously.

3. Online Synchronous: Coursework is completed 100% online with required weekly online class meetings.

4. Hybrid: Courses that meet face-to-face with required online components.

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.

Note: The below should be added to the "PLNU ATTENDANCE AND PARTICIPATION POLICY" Section if you are teaching an Online or Hybrid course.

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.

USE OF TECHNOLOGY⊛ *Note: Add this section if teaching an Online or Hybrid course.*

In order to be successful in the online or hybrid 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, microphone, or webcams compatible with their computer available to use. Please note that any course with online proctored exams require a computer with a camera (tablets are not compatible) to complete exams online.

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