



COM 4021C/E Communication Internship

Department of Communication Studies

Spring 2025 ♦ 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 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 Jan 13	Secure internship by 9/13. Email Dr. Newman with plan and any questions.	Jan 19
Week of Jan 20	Submit Initial Paperwork to Canvas Approval Form Commitment Form Fill out Google Sheet with Internship Info	Jan 19 Complete Bi-Weekly Log and Time Card
Week of Jan 27	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Feb 3	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Feb 10	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Feb 17	Work internship hours	Submit Signed Time Card

Week of Feb 24	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of Mar 3	**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 March 10	Spring Break	
Week of March 17	Work internship hours	Submit Photo of Intern at Jobsite with Company Logo in the Picture Submit Signed April Time Card
Week of March 24	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of March 31	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of April 7	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of April 14	Work internship hours	Complete Bi-Weekly Log and Time Card
Week of April 21	Work internship hours	Complete Bi-Weekly Log and Time Card
April 28	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

Required University Notifications

Final Examination Policy

Successful completion of this class requires taking the final examination on its scheduled day. The final examination schedule is posted on the [Traditional Undergraduate Records: Final Exam Schedules](#) site. If you find yourself scheduled for three (3) or more final examinations on the same day, you are authorized to contact each professor to arrange a different time for one of those exams. However, unless you have three (3) or more exams on the same day, no requests for alternative final examinations will be granted.

Content Warning

I acknowledge that each of you comes to PLNU with your own unique life experiences. This contributes to the way you perceive various types of information. You may have an experience in your internship that feels intellectually or emotionally challenging. I don't anticipate troubling content, but if you encounter a topic that is intellectually challenging for you, I encourage you to come talk to me or your friends or family about it.

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.

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 you have questions, a desire to meet with the chaplain or have prayer requests you can contact your professor or the [Office of Spiritual 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.

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 Recording Notification

In order to enhance the learning experience, please be advised that this course may be recorded by the professor for educational purposes, and access to these recordings will be limited to enrolled students and authorized personnel.

Note that all recordings are subject to copyright protection. Any unauthorized distribution or publication of these recordings without written approval from the University (refer to the Dean) is strictly prohibited.

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. For all student appeals, faculty and students should follow the procedures outlined in the University Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

Artificial Intelligence (AI) Policy

You are allowed to use Artificial Intelligence (AI) tools to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

PLNU Academic Accommodations Policy

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). 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 work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. The EAC makes accommodations available to professors at the student's request.

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. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

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. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any special accommodations.

Language and Belonging

Point Loma Nazarene University faculty are committed to helping create a safe and hospitable learning environment for all students. As Christian scholars we are keenly aware of the power of language and believe in treating others with dignity. As such, it is important that our language be equitable, inclusive, and prejudice free. Inclusive/Bias-free language is the standard outlined by all major academic style guides, including MLA, APA, and Chicago, and it is the expected norm in university-level work. Good writing and speaking do not use unsubstantiated or irrelevant generalizations about personal qualities such as age, disability, economic class, ethnicity, marital status, parentage, political or religious beliefs, race, gender, sex, or sexual orientation. Inclusive language also avoids using stereotypes or terminology that demeans persons or groups based on age, disability, class, ethnicity, gender, race, language, or national origin. Respectful use of language is particularly important when referring to those outside of the religious and lifestyle commitments of those in the PLNU community. By working toward precision and clarity of language, we mark ourselves as serious and respectful scholars, and we model the Christ-like quality of hospitality.

If you (or someone you know) have experienced a bias incident regarding language, you can find more information on reporting and resources at www.pointloma.edu/bias.

Sexual Misconduct and Discrimination

In support of a safe learning environment, 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 accommodations and resources 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, faculty and staff are 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.

If you (or someone you know) have experienced other forms of discrimination or bias, you can find more information on reporting and resources at www.pointloma.edu/bias

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 withdrawal date or, after that date, receive an "F" grade.

Loma Writing Center

The Loma Writing Center exists to help all members of the PLNU community cultivate transferable writing skills to engage their academic, professional, personal, and spiritual communities. We work toward this goal by conducting one-on-one consultation sessions, supporting writing education across the PLNU community, and participating in ongoing writing center research.

Getting feedback from the Loma Writing Center while you're in the process of working on an assignment is a great way to improve the quality of your writing and develop as a writer. You are encouraged to talk with a trained writing consultant about getting started on an assignment, organizing your ideas, finding and citing sources, revising, editing for grammar and polishing final drafts, and more. For information about how to

make in-person or online appointments, see [Loma Writing Center webpage](#) or visit the Loma Writer Center on the first floor of the Ryan Library, room 221.

- Appointment Calendar: <https://plnu.mywconline.com/>
- Website: <https://www.pointloma.edu/centers-institutes/loma-writing-center>
- Email: writingcenter@pointloma.edu