

THIS SAMPLE SYLLABUS IS MEANT TO GIVE YOU OVERALL IDEAS ABOUT CM 400 ONLY. ONCE YOU ARE ENROLLED, PLEASE REFER TO YOUR ACTUAL COURSE SYLLABUS FOR ALL REQUIREMENTS AND ASSIGNMENT DUE DATES.

CM 400 Internship in Communication Arts
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Dr. Pavica Sheldon

Syllabus

Course Description

This course is intended to provide hands-on experience in a communication-intensive field for students. Most internships take place in a real-world setting—a corporation, nonprofit organization, or business, though some internships involve university-based work (in a center, a department, or a research project setting). Some internships are paid and some are unpaid. The value of the internship comes from (1) learning from professionals with experience, (2) doing work in specific areas of communication, (3) reflecting on that work (critically evaluating that work to better understand it), and (4) developing a portfolio and relationships that may help land a job in the future.

CM 400 is a variable credit course, though most internships are for 3 semester hours. Forty-five hours of work is required for each credit hour awarded, so that the 3-semester hour internship requires 135 hours of on-the-job work. The Department Chair must approve all internships.

Internships are individualized to the student and dependent upon the availability of willing organizations to sponsor the internship. Students are encouraged to seek internships in an area in which they would like to pursue a career. In the past ten years, we have supported internships in television, radio, print, and online journalism; public relations, web design, technical writing, marketing, and wholesale and retail sales. A handful of students interested in graduate school have interned as research assistants with faculty in Communication Arts, getting hands-on experience in conducting communication research as a preparation for graduate study. Interning organizations have included organizations as diverse as al.com, local network television affiliates, local radio stations, Wyle Laboratories, The Huntsville Arts Council (working for Panoply), *Valley Planet*, University Relations (UAH), and the Global Hydrology & Climate Center (UAH).

Course Requirements

1. A completed and approved Internship Contract form, which details who will supervise the internship, when it will begin, and what objectives are to be accomplished. This must be signed by the student, the Department Chair of Communication Arts, and the on-the-job supervisor.

2. Forty-five hours of on-the-job work for each hour of credit. (For the standard 3-hour course.)
3. A daily journal that includes the following:
 - a. A list of each day work and the hours worked.
 - b. A description of the work done on each work day.
 - c. A reflection on the day's work, including things such as what was learned, how the student's understanding of communication concepts and processes informs (or fails to inform) his or her understanding of the work, and/or new ideas about communication the student has reached by virtue of the work.
 - d. A portfolio of samples of work (retained in paper or electronic form).
 - e. A final two to three page summary statement about the internship.
4. A minimum of 2 meetings with the faculty member overseeing the internship during the term, where problems, challenges, successes, and other issues can be shared. (These are to be arranged with the course instructor.)
5. A final evaluation by the on-the-job supervisor, using the evaluation form provided by the course instructor, and delivered by the supervisor to the course instructor (through fax, sealed envelope, email, or other means).

Outcomes

The course seeks to introduce students to a particular field of communication practice, giving them hands-on experience, an opportunity to interact with people in the real world working in a communication area, and an opportunity to build a portfolio.

Grading

The final course grade is awarded by the course instructor. It is based equally upon two things: (1) the student's performance in the job and (2) the student's effective completion of the course requirements, including the daily journal, the portfolio, and the six meetings with the course instructor. Student performance on the job is judged based upon (a) the on-the-job supervisor's assessment and (b) evidence of completing internship objectives (hours and tasks) in the daily journal and portfolio. This overlaps with the assessment of completing course requirements through a well-written daily journal, a strong portfolio, and the meetings with the instructor though, in theory, a student could do very well at work (as evidenced by high supervisor ratings) but document it poorly in the daily journal and portfolio.

Addressing a Problematic Internship

Because this course is reliant upon the cooperation of an outside organization to ensure a productive educational experience for the student, the course instructor must maintain some flexibility with regard to ending or reassigning students in internships. Although it is rare, the course instructor has ended an internship when problems arose and reassigned a student to another organization, or used an incomplete to give a student more time to work through an internship.

University of Alabama in Huntsville

Department of Communication Arts

CM 400 Internship Contract

Once students have been approved to complete an internship, you should fill out this form completely and obtain the required signatures on page 2. A signed and dated copy of the contract should be kept on file by all concerned parties.

Semester of Internship:

Student's Name:

Hours completed in CM or TH (by internship start):

Student's Contact Information:

Address:

Telephone Number (during internship):

Email:

Start & end dates for Internship:

Company/Organization for internship:

Name and Position/Title of On-the-Job Supervisor for internship:

Supervisor's Contact Information:

Telephone Number:

Fax Number:

Email:

This internship is designed to provide the intern professional and practical experience in communication and/or theatre-intensive work as part of the educational experience in the Communication Arts and/or Theatre major. The objectives and experiences during the internship period shall include the following: [List (in as much detail as needed) specific and discipline-related activities, projects, and/or goals agreed upon by both the student and on-the-job supervisor.]

Internship Contract Notes

The internship is not considered official until it is signed and dated by all designated parties listed below.

Notes to Students: The Internship Program is a part of the curriculum of the Department of Communication Arts at the University of Alabama in Huntsville. Detailed information regarding your specific criteria to fulfill the Capstone requirement have been provided in the course syllabus. To successfully complete all requirements, you must complete all assigned tasks agreed upon between you and your on-the-job supervisor, as well as additional course related items denoted on the syllabus and assigned by your CM 400 professor.

Notes to On-the-Job Supervisor: The Department of Communication Arts at the University of Alabama is committed to providing students with discipline-related on-the-job experience. We ask that you support this overall philosophy. As such, you will meet with the student and give guidance as needed. You will provide the student with relevant work experience that the student will include in his/her final portfolio and oral presentation. You will also provide a written evaluation of the student at the end of the internship experience that will be factored into his/her overall course grade. If problems arise during the internship experience, please contact the student and course professor promptly regarding these issues.

The students shall be the owner of any work product of this project, and a copy of the work product shall be deposited with the supervisor and/or instructor at UAH. Furthermore, UAH shall have a royalty-free non-exclusive license to the students' work product for research and academic purposes and not for commercial purposes.

Students may at students' option, assign ownership of such work product to UAH by filling the UAH Copyright Disclosure at:

http://www.uah.edu/images/research/otc/2016_uah_software_disclosure_form.pdf.

UAH shall share proceeds, if any, of commercialization of such work product with students per its Income from Patents, Inventions, and Discoveries (UAH Policy 07.03.03 and any amendments.)

Date _____
Internee Signature

Date _____
On-the-job Supervisor Signature

Date _____
Department Chair's Signature

Internship Supervisor's Evaluation Form

Student's name: _____ Hours completed: _____

Internship location: _____

Name and Title of Internship Supervisor: _____

Thank you for overseeing our internship experience this term. To help us assess the student's performance, please rate the intern's performance on a scale from 1 to 5, *with 5 meaning absolutely yes and 1 meaning absolutely no*. There are spaces for you to write comments, positive or negative, between questions. For ANY question receiving a 2 or below, we kindly ask for an explanation regarding the rating. *Note: The intern will not receive your individual responses, so please answer honestly.

1) The intern was on-time, showed up for important dates/appointments, and dressed appropriately for work. _____ (5 absolutely yes, 1 absolutely no)

Comments:

2) The intern seemed eager to learn about the company and the individual jobs to be performed, and readily accepted constructive feedback. _____ (5 absolutely yes, 1 absolutely no)

Comments:

3) The intern completed assignments on time. _____ (5 absolutely yes, 1 absolutely no)

Comments:

4) The intern's work was done professionally and was of high quality. _____ (5 absolutely yes, 1 absolutely no)

Comments:

5) The intern was respectful of the supervisor, other colleagues, and the work environment. _____ (5 absolutely yes, 1 absolutely no)

Comments:

Would you hire/be willing to work with the intern again? _____ YES _____ NO

If you were to give a holistic grade to the intern, what grade would you give him/her? _____ (A,B,C,D,F)

Additional comments:

Supervisor's Signature: _____

Date: _____

Supervisor's Contact Information: _____

Please return this form directly (i.e., do not give it to the intern) to Dr. Pavica Sheldon, University of Alabama Huntsville, Department of Communication Arts, Huntsville, AL 35899; OR Pavica.Sheldon@uah.edu.