

THIS SAMPLE SYLLABUS IS MEANT TO GIVE YOU OVERALL IDEAS ABOUT CM 431 ONLY. ONCE YOU ARE ENROLLED, PLEASE REFER TO YOUR ACTUAL COURSE SYLLABUS FOR ALL REQUIREMENTS AND ASSIGNMENT DUE DATES.

Senior Seminar in Communication Theory, CM 431

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Office: CCT 212 (temporary)

Office Time: by appointment

Course Description. This is a capstone course in Communication Arts and Theatre. It provides an opportunity for students majoring in Communication Arts or Theatre to apply what they have learned in their courses of study toward a substantial project during the semester. This project may take three different forms: (1) a major small group service project; (2) an individual internship; or (3) a substantial research project/thesis in which students will develop, execute, write up, and orally defend a scholarly paper. Each option allows students to demonstrate to the faculty in Communication Arts and/or Theatre, as well as to themselves, they have achieved a high level of competency from their course content, which qualifies them to receive a degree in Communication Arts or Theatre from the University of Alabama in Huntsville.

Option 1: Small Group Service Project

Requirements

1. Small group teams will be comprised of 2-3 students. You must take the initiative to find suitable partners. You must notify me of your group's composition by the start of **fourth class meeting**.
2. Each small group will be responsible for securing a "client" to work with over the course of their project. "Clients" can be small-businesses, political figures, faculty members, or non-profit organizations. The "client" *must agree* to allow students to create deliverables for their project, but it is at the discretion of the "client" whether they choose to use the project in the future. *No payment may be taken by the students for services rendered.* Example projects might include: A Social Media campaign for the Huntsville Chapter of March of Dimes; Coordinating a Special Event to fundraise for the Huntsville Hospital Foundation; Launching a Public Relations Campaign to increase awareness about magnet schools in the Huntsville City School System; Coordinating Community Outreach Media (video and/or print) for a local School Board Member election campaign; Assisting Our Valley Events.com through blog articles and special events; Working with a Communication Arts faculty member to obtain, examine, and write up research findings; Working with a Theatre faculty member with an upcoming play; Assisting RocketHatch.com with their speak-off event publicity and social media campaign; Work with UAH Student Events, Alumni, or Advancement in the coordination of a large-scale campus event; Designing Training and Development Program to instruct Huntsville City School Principals on motivating Millennial Generation Teachers; etc. Note: Regardless of the specific project you choose, all group members must be in agreement to work together on the project, and the workload should be substantial, warranting group effort.
3. Student groups must complete at least one face-to-face meeting with the "client," in order to ensure guidelines and deliverables are clear and agreed upon by all parties. Students must design a contract with the "client" to ensure that all parties know what is expected and in what time frame the work must be completed. The contract should be typed and signed by the client and all group members and submitted to the course professor. The group should also prepare a typed proposal and submit it to the course professor detailing the nature of the group project. The proposal is due the start of **fifth class meeting, usually in the third week of the semester.**
4. You must individually keep a detailed log or journal of your daily work experiences. In the log, you should reflect on and apply your communication and/or theatre classroom content and make notations of the days and hours worked, as well as the group dynamics.
5. To ensure all is going well with your group project, you will individually complete a written midterm report.

6. You will also create a collective portfolio illustrating your work to be turned in at the project's conclusion (e.g., video footage of work, websites designed, blog entries, articles written, evidence of research conducted, etc.).
7. At the end of the term, you will deliver an oral presentation of your small group's experience to a panel of Communication Arts faculty.
8. A written evaluation of your work must be completed by the client. It is your responsibility to ensure this written evaluation is delivered to the course professor by the designated date.
9. You are expected to be a responsible group member. Toward this end, you will complete a typed summary paper where you discuss your group dynamics and rate your partners on his/her contribution to the project.
10. Given that this is an upper division Capstone course, your group will do a significant amount of work outside of scheduled class time. However, you are also expected to attend class during the designated times to discuss your progress, tasks, and any problems.

Small Group Service Project Outcomes and Assessment

1. The small group service project provides students the opportunity to work with peers to complete a major project. Their ability to work effectively with others will be assessed through peer ratings, the client's evaluation, and the portfolio.
2. The small group service project allows students to connect their communication/theatre courses to practical work activities and demonstrate an understanding of concepts, principles, and practices in the major degree program. This will be assessed through the daily log and final oral presentation.

Small Group Service Project Grading

Daily Log/Journal (Graded by Course Professor)	200 pts.
Midterm Report (Graded by Course Professor)	100 pts.
Evaluation of Work by Client (Assessed by Client)	200 pts.
Portfolio & Summary Paper (Graded by Course Professor)	200 pts.
Final Oral Presentation of Group Experience (Graded by Faculty Panel)	200 pts.
Participation [timely completion & submission of paperwork; course meetings (as scheduled) (Graded by Course Professor)]	100 pts.
Total	1000 pts.

Option 2: Internship

Requirements (Note: Separate documents will provide specific information about each assignment)

1. Prerequisite: A or B in Human Communication (CM 231) for Communication Arts majors or an A or B in (CM/TH 425) Theatre Mainstage for Theatre majors.
2. You must apply for the internship and receive faculty approval. The application is posted on CANVAS and must be completed and turned into the course professor by the start of **fourth class meeting**. Note: Students who have completed 3 hours of internship credit (CM 400) are not eligible for the internship option.
3. You must identify a communication/theatre-related internship opportunity. This may be with a non-profit, for-profit, or government organization. It may be paid or unpaid. The work should focus on some communication/theatre-related or theatre activity that interests you. Examples include writing, producing, reporting, editing, or advertising for a newspaper, television station, or radio station; public relations for a firm; taking a significant role in a theatre production, etc. If you are having difficulty making contact with a potential internship contact Internship Coordinator, Ms Piyawan Charoensap-Kelly, at pk0044@uah.edu. Regardless of the internship's nature, you must devote at least 135 hours to on-the-job work.
4. You must initiate and complete an internship contract with the on-the-job supervisor. All specific tasks must be clearly identified and agreed upon between you and the supervisor. The contract must be typed and signed by you, the supervisor, and course professor.

5. You must keep a detailed log or journal of your daily work experiences. In the log, you should critically reflect on and apply your communication and/or theatre classroom content and make notations of the days and hours worked.
6. To ensure all is going well with your internship, you will complete a written midterm report.
7. You will also create a portfolio illustrating your work (e.g., copies of stories written, advertisements made, stage designs completed, etc.) to be turned in at the end of the internship.
8. At the end of the internship, you will deliver an oral presentation of your internship experience to a panel of Communication Arts and/or Theatre faculty.
9. A written evaluation of your work must be completed by the on-the-job supervisor. It is your responsibility to ensure this written evaluation is delivered to the course professor by the designated date.
10. Given that this is an upper division Capstone course, you are expected to do a significant amount of outside work to independently complete your assignments and internship responsibilities. However, you are also expected to attend class during the designated times to discuss your progress, tasks, and any problems. It is important to address any problems early on that may inhibit your internship progress.

Internship Outcomes and Assessment

1. The internship is meant to provide real-world and large-scale experience in a communication/theatre-related field, which will be assessed through the daily log, portfolio, and the on-the-job supervisor's evaluation.
2. The internship also provides an opportunity for the student to connect his or her communication/theatre courses to practical work activities and demonstrate an understanding of concepts, principles, and practices in the major degree program. This will be assessed through the daily log and final oral presentation.

Internship Grading

Daily Log/Internship Journal (Graded by Course Professor)	200 pts.
Midterm Report (Graded by Course Professor)	100 pts.
Evaluation of Work by On-the-Job Supervisor (Assessed by Supervisor)	200 pts.
Portfolio (Graded by Course Professor)	200 pts.
Final Oral Presentation of Internship Experience (Graded by Faculty Panel)	200 pts.
Participation [timely completion & submission of paperwork; course meetings (as scheduled) (Graded by Course Professor)]	100 pts.
Total	<hr/> 1000 pts.

Option 3: Research Thesis

Requirements

1. Prerequisite: Must have received an A or B in Research Methods (CM 370) to pursue a social scientific study or an A or B in Rhetorical Criticism (CM 375) to pursue a Rhetorical study.
2. You must apply for the research thesis and receive faculty approval. The application is posted on CANVAS and must be completed and turned into the faculty member you would like to work with by the start of **fourth class meeting**.
3. Once you are approved to complete a research thesis, you will work directly with your faculty thesis adviser. You will complete a series of assignments that will build on each other and ultimately lead up to the final product. The following typed assignments must be completed by the date noted in the course schedule and submitted to your thesis adviser: Annotated Bibliography, Literature Review, Prospectus (written and oral presentation), Thesis Draft, and Final Thesis (written and oral presentation). Separate documents will provide specific information about each assignment.
4. Thesis-related assignments should be given directly to your thesis directors on or before their due date. Thesis directors will grade the majority of thesis-related work; exceptions include the oral prospectus

and final presentation. The final presentation will be graded by the thesis director and at least one other faculty member who has expertise in your chosen research area.

5. All bibliographic materials must conform either to the APA or MLA style, depending upon your overall research methodology.
6. You should schedule time to individually meet with your adviser. You are responsible for contacting your thesis adviser regarding meeting times. Your adviser will not track you down. You must first take the initiative.
7. Given that this is an upper division Capstone course, you are expected to do a significant amount of outside work to independently complete your assignments. However, you are also expected to attend class during the designated times to discuss your progress, tasks, and upcoming assignments.

Research Thesis Outcomes and Assessment

1. Students will improve their understanding of basic research in communication studies by developing an annotated bibliography, a literature review, a prospectus, a research draft, and a final research thesis.
2. Students will acquire theoretical knowledge about communication research practices by reading scholarly work pertaining to their research topic.
3. Students will learn to defend their original scholarly ideas, which will be assessed through the final thesis presentation and oral defense.

Research Thesis Grading

Annotated Bibliography (Graded by Thesis Adviser)	100 pts.
Literature Review (Graded by Thesis Adviser)	100 pts.
Prospectus (Graded by Thesis Adviser)	100 pts.
Prospectus Presentation (Graded by Course Professor)	50 pts.
Thesis Draft (Graded by Thesis Adviser)	100 pts.
Final Thesis (Graded by Thesis Adviser)	300 pts.
Oral Defense (Graded by Faculty Panel)	200 pts.
Participation [timely completion of thesis application; meeting with thesis adviser; 50 pts. course meetings (as scheduled) (Graded by Course Professor)]	
Total	1000 pts.

Notes to All Students

Grading Scale: A+(100-98), A(97-93), A-(92-90), B+(89-87), B(86-83), B-(82-80), C+(79-77), C(76-73), C-(72-70), D+(69-67), D(66-60), F(59 and below) ***Note: Plus/Minus Grades will be given.

Email & CANVAS: You must also access your UAH email and CANVAS account on a regular basis for this course. I will use the UAH email system and CANVAS as means to send you important course announcements, assignments, handouts, and other information.

Plagiarism prevention. Plagiarism is defined by UAH as the utilization of another person's written work, published or unpublished, as one's own work. Any indication of plagiarism or other forms of academic misconduct will be investigated and documentation of such will be considered justification for failure of the course and disciplinary action. Plagiarism includes submitting for a grade, work previously submitted by another student. As the course manager, I reserve the right to use plagiarism prevention software called *Turnitin* in order to help students learn how to write without taking words from another person's work.

Students with Disabilities: The University of Alabama in Huntsville will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to Disability Support Services (128 Wilson Hall, 256.824.1997) and their instructor as soon as possible to coordinate accommodations.

THE FOLLOWING SUPPLEMENTAL MATERIALS ARE FOR
THE INTERNSHIP PORTION OF CM 431 ONLY.
FOR MATERIALS RELEVANT TO SMALL GROUP PROJECT
AND RESEARCH THESIS,
PLEASE CONSULT YOUR COURSE PROFESSOR.

Internship Portfolio and Corresponding Assignments

Portfolio Assignment:

As stated on the syllabus, you must complete an internship portfolio that serves as a visual representation of the essence of your internship experience. To complete this assignment, you should obtain a 3-ring binder and place each item in the binder using the following order:

1. **Cover page:** The cover page should contain your name, place where you completed your internship, supervisor's name and contact information, and the semester and year that you completed the internship.
2. **Resume:** You should have gained valuable experience from your internship that should enhance your resume. Following your cover page, include a 1-2 page Resume that contains your name, contact information, education, work experiences, honors/activities, and the contact information of 2-3 professional references who can vouch for you.
3. **1 page summary of your internship:** This should be typed and double-spaced and provide an overview of your internship experience. Specifically, it should address how many hours you completed and what communication-related activities you did. Other items could include but not be limited to: who you worked with; who you met; what you liked/disliked about the internship; what you learned; your accomplishments; what skills you will carry with you in the future; and what communication classes/concepts you applied while doing the internship etc.
4. **Portfolio content:** This should include what you produced on your internship, such as copies of stories written, advertisements made, stage designs completed, copy platforms written, speeches presented, blogs written, social media posts, PowerPoint slides/flyers designed etc. Note: if you did something audio or performance in nature, place it on a disk and insert it in the portfolio. If there are hyperlinks to your work, you should email them to the professor, making sure the links are active. Be sure to identify what each document represents with a caption if it is not readily apparent.

You should create a neat, professionally looking, and grammatically correct portfolio. Your collective grade on the portfolio will be **200 points**. The portfolio is due in my office (CCT 212) by **Noon on [the designated date - typically the 3rd week of November for Fall and the 3rd week of April for Spring semesters]**.

Supervisor Evaluation:

You are also responsible for ensuring that I receive a *written* evaluation of your work from your on-the-job supervisor. I need to receive this personally from your supervisor and not via you. Hence, you may give your supervisor a copy of the form to fill out and mail to me at: Dr. Pavica Sheldon, University of Alabama Huntsville, Department of Communication Arts, CCT 212, Huntsville, AL 35899, or I have uploaded the form to CANVAS and you may email it to your supervisor and have him/her email it to me at Pavica.Sheldon@uah.edu. Again, the evaluation must come directly from the supervisor and not from you delivering or emailing it to me. This evaluation is worth **200 points** and must be received by **[the designated date - typically the 4th week of November for Fall and the 4th week of April for Spring semesters]**. It is YOUR responsibility to make sure this is received to me by the due date.

Oral Presentation:

Per requirements by SACs, all CM 431 students must be assessed via an oral presentation. To fulfill this requirement, you will be scheduled a **30-minute block on [the designated date - typically the 4th week of November for Fall and the 4th week of April for Spring semesters]** to deliver an oral presentation regarding your internship to a 2-3 person panel of Communication Arts and/or Theatre faculty. You will have approximately 15-minutes to give an overview of your internship experience. Keep in mind that I am likely the only faculty member familiar with your work, so you should give a thorough overview (i.e., what you did, who you worked with, accomplishments, what you liked/disliked, what you learned, especially as it relates to your CM/TH courses, and how you will use this experience in the future, etc.). Depending on the nature of your internship, it might be appropriate for you to cite specific sources or use visuals (e.g., a PowerPoint or tangible/visible items of what you produced). You will be assessed based on your overall internship work, presentation content, time management, and delivery (verbal and nonverbal). After your 15-minute presentation, you will be asked a series of questions by the faculty panel. The questions will vary in content and can range from specific questions about your internship to your overall experiences as a CM/TH major. Each faculty member will rate your performance, and the scores will be tallied for a sum of **200 points**.

Senior Seminar Option #2: Internship Application for Approval

Instructions: In order to pursue an internship in CM 431, senior seminar, you must thoroughly complete this application and receive approval from the course professor. Type your answers on this form, print it off, sign, and submit it to the course professor via hardcopy **no later than the designated date** _____. Note: Students who have completed 3 hours of internship credit (CM 400) are not eligible for the internship option.

Name:

Email:

**If you are a CM major, what grade did you earn in Human Communication (CM 231)?
Who was your Human Communication professor?
When did you take Human Communication?**

**If you are a TH major, what grade did you earn in Theatre Mainstage (TH 425)?
Who was your professor in Theatre Mainstage?
When did you take Theatre Mainstage?**

List and briefly describe the proposed internship you would like to pursue. Be sure to identify the company you will work for and who will be your overseeing supervisor. You may also attach any supporting material, such as literature advertising or describing the internship opportunity. Make sure your internship has a communication/theatre focus.

List relevant skills you possess and/or courses you have taken that will aid you in successfully completing the internship.

By completing and signing this application, I agree to take an active and invested interest in fulfilling all the requirements necessary to successfully complete an internship, as outlined in the course syllabus and supplemental assignments and as instructed by the internship supervisor and course professor.

Name (sign) _____

Date _____

University of Alabama in Huntsville

Department of Communication Arts

CM 431 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 capstone experience in the Communication Arts and/or Theatre majors. 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 431 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 _____
CM 431 Professor'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.