COMM 3390: COMMUNICATION INTERNSHIP
Communication Studies
Department of Languages, Cultures, and Communication
Stephen F. Austin State University
www.sfasu.edu/commstudies
Spring 2023

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Office Hours: By appointment

Course Description:
Three to Six semester credit hours to be earned through supervised on-the-job experience. Internship arranged by student and approved by instructor. Prerequisite: Must have completed 66 hours overall with 24 hours in COM

Communication Studies Program Learning Outcomes:
1. Theory Knowledge: Students majoring in Communication Studies should display comprehension of major communication theories.
2. Theory Application: Students majoring in Communication Studies will apply the major theories in the field to communicate effectively in a variety of settings.
3. Research Methods: Students majoring in Communication Studies will be able to use and demonstrate understanding of appropriate methodology in critical, humanistic, or social scientific paradigms in examining research questions in communication.
4. Diversity and Freedom of Expression: Students majoring in Communication Studies will be able to recognize the central role of diversity and freedom of expression in a global community.
5. Constitutive Nature of Communication: Students majoring in Communication Studies will be able to demonstrate knowledge of the constitutive nature of communication, which includes forces that enable and constrain communication such as technology, ethics, and organizational life.
6. Higher Order Thinking: Students majoring in Communication Studies will be able to demonstrate oral and written competence in logical and critical thinking.

General Education Core Curriculum Objectives/Outcomes:
Not applicable.

Student Learning Outcomes:
1. Students will be exposed to a professional, real-world work environment.
2. Students will have specific assignments and duties during the internship and will gain a sense of responsibility.
3. Students will be exposed to and apply skills in health promotion and advocacy.
4. Students will learn the need to be courteous and friendly when interacting with the public.
5. Students will learn to manage their impressions in the work place.
TEXT AND COURSE MATERIALS: None

ATTENDANCE POLICY: Work the minimum required hours (150 hours for 3 hours credit, which equals approximately 11 hours per week for 14 weeks in Spring 2015). Supervisor reports will determine hours completed, not student logs.

Governing Policies: The following policies will apply toward classroom decorum.

1. ACCEPTABLE STUDENT BEHAVIOR: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

2. COURSE ADAPTATIONS: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

3. ACADEMIC INTEGRITY: Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

4. D2L AND ONLINE COURSEWORK: ALL students are expected to use D2L in this course to perform and keep up with graded activities and scheduled readings. Students should sign in at http://d2l.sfasu.edu using the same username and password as MySFA.
5. GRADE WITHHELD POLICY (Semester Grades A-F): II. Withheld Grades:
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. [http://www.sfasu.edu/policies/semester_grds.asp](http://www.sfasu.edu/policies/semester_grds.asp)

EVALUATION: Accurate and timely submission of the required materials will be a factor in gaining credit for the course. No grade will be recorded until all required materials are submitted.

DAILY REPORT LOGS: The log should be of sufficient detail to communicate specific activities and should cover health promotion, advocacy, and communication lessons learned. Logs should be at least one page per day in length. Since logs will be turned in weekly at the end of each work week via espradley@sfasu.edu students are to submit each week's daily logs in a single DOC file entitled by the student's last name and the date range of the logs. Submissions of daily report logs are due on Friday via espradley@sfasu.edu. Logs must be sent before 11pm.

40 points possible total points

SUPERVISOR REPORTS and HOURS WORKED: Supervisor reports are to be emailed by the supervisor to espradley@sfasu.edu on the stated dates below. Supervisor reports are to include: 1) hours worked and 2) a brief statement of evaluation – the supervisor's assessment of the student's performance on the job.

60 points possible total points

Course Calendar:
Daily Report Logs are due every Friday before 11pm throughout the semester.
Mid-term Supervisor’s Evaluation Form is due no later than the official university mid-term date
Final Supervisor’s Evaluation Form is due no later than May 5th at 11pm

Grading Policy:
The final grade will be based upon your full participation in the internship. Specifically, the final grade will be based upon your supervisor mid-term and final evaluations, the number of hours worked, the daily report logs, and all other assignments requested. You must meet ALL deadlines to receive a passing grade.