

COMM 4486-E01: Internship

Summer Semester 2020 - 100% Online

GENERAL INFORMATION

Instructor: Patrick Hadley, Ph.D.

Google Voice: (404) 919-7349

E-mail: CourseDen Email (preferred) or phadley@westga.edu

REQUIRED/RECOMMENDED MATERIALS

1. **Required: Site Approval**

- a. Your internship supervisor should complete an [Internship Site Approval Form](#) no later than Friday, January 10th, at noon, **if the internship site is not on the Department of Mass Communications' [approved list](#)**. For many, your site is already pre-approved and re-approval is unnecessary. Please check with the faculty internship coordinator to determine if a site approval form needs to be completed and submitted.
- b. You must submit the name and contact information for your on-the-job internship supervisor during the first week of classes. Please submit this information via the Discussions Tool in CourseDen.

2. **Required: On-site Supervisor Final Evaluation**

- a. Your on-site supervisor must provide a final evaluation of your work.
- b. Ask your on-site supervisor what materials you may need.

3. **Recommended:** Supplemental readings from selected textbooks, newspapers, magazines and online sites may be suggested throughout the course as well as the viewing of, or listening to, various online, radio, and television programs or examining selected online sites.

ABOUT THE COURSE

The Department of Mass Communications encourages students to pursue internships in the communications field. The internship must provide a learning experience in applying previous coursework from the Mass Communications curriculum. You must not be merely running errands or performing clerical duties.

Course Catalog Description: A hands-on, supervised, media field experience to apply and test knowledge and skills, and to network with professionals. Internship must be approved by your internship coordinator. To be approved, **internship must offer experiential learning in Convergence Journalism, Digital Media & Telecommunication, Film & Video Production, and/or Public Relations**; require majors to intern 45 hours for each credit hour enrolled or **135 hours if enrolled 3 credit hours**; and assign interns an immediate supervisor who has academic credentials and professional experience in the discipline.

Prerequisites:

- Declared Mass Communications Major
- Junior or Senior status
- ENGL 1102 Minimum Grade: C
- COMM 1154 Minimum Grade C

- A minimum of nine (9) credit hours of COMM 3000-4000 level courses
- Major GPA of 2.5 or above.

Course Learning Outcomes (applicability is determined by your specific internship):

- Understand and apply the principles and laws of freedom of speech and press, for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances. *(ACEJMC SLO1)*
- Demonstrate an understanding of the history and role of professionals and institutions in shaping communications. *(ACEJMC SLO2)*
- Demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications. *(ACEJMC SLO3)*
- Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society. *(ACEJMC SLO4)*
- Understand concepts and apply theories in the use and presentation of images and information *(ACEJMC SLO5)*
- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity. *(ACEJMC SLO6)*
- Think critically, creatively and independently. *(ACEJMC SLO7)*
- Conduct research and evaluate information by methods appropriate to the communications professions in which they work. *(ACEJMC SLO8)*
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve. *(ACEJMC SLO9)*
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness. *(ACEJMC SLO10)*
- Apply basic numerical and statistical concepts *(ACEJMC SLO11)*
- Apply tools and technologies appropriate for the communications professions in which they work. *(ACEJMC SLO12)*

Mass Communications Program Learning Outcomes:

ACEJMC Professional Values and Competencies: As a unit seeking accreditation from the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), the Department of Mass Communications is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its degree program learning outcomes ACEJMC's 12 professional values and competencies that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. These include the six (6) values and six (6) competencies listed below. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog](#) or [ACEJMC - Standard 2. Curriculum and Instruction](#).

Values:

1. Freedom of Speech
2. History
3. Diversity
4. Global Impact
5. Theory
6. Ethics

Competencies:

1. Think Critically & Creatively
2. Research & Evaluate
3. Write Effectively
4. Self-Evaluate
5. Apply Numbers & Statistics
6. Apply Technology

GRADING POLICY

The internship grade is based solely on the following:

- The final evaluation from your on-site supervisor
- Your journal entries and reflections via CourseDen
- Submission of samples of your best work at the end of the internship (if applicable)

Grading Scale:

S=Satisfactory

U=Unsatisfactory (no academic credit will be earned)

Internship Supervisor Final Evaluation: By Tuesday, July 21, 2020, the final day of classes, the on-site supervisor must complete and submit the designated [Supervisor Final Evaluation Form](#) (the faculty internship coordinator will send a password to the on-site supervisor). This document must be submitted before a final grade is provided to the intern. It is the intern's responsibility to remind the on-site supervisor to submit the evaluation form. The final evaluation form may be accessed via the hyperlink above or via the [Mass Communications Internship homepage](#).

e-Journal Entries: You are required to submit a e-Journal, posted in the CourseDen Discussions area, answering specific questions posted there about your internship experiences this semester. Your journal entries should respond to specific questions that are presented in the Discussions area.

You must submit a journal entry for each of the topic areas listed below go to Discussions for detailed questions).

Internship Contact Information (Due Friday, June 5, 2020, at 12:00 Noon)

Expectations, Opportunities, Challenges (Due June 12, 2020 by 11:59 p.m.)

Assignments, Projects, Daily Activities (Due June 19, 2020 by 11:59 p.m.)

Relationship with Your Employer (Due June 26, 2020 by 11:59 p.m.)

Courses (Due July 6, 2020 by 11:59 p.m.)

You Choose (Due July 10, 2020 by 11:59 p.m.)

Impressions (Due July 17, 2020 by 11:59 p.m.)

Work Samples: If your internship involved writing or creating written, recorded, or online content (e.g., news releases, articles, training materials, invitations, brochures, blog posts, radio segments, TV clips), please include samples of your work with your report. If the material is available online, please include a link to the site where your best work can be viewed.

ATTENDANCE/HOURS LOGGED

Your attendance at your internship is **mandatory**, and you are required to log a **minimum of 135 hours**. You should work with your internship supervisor to develop a weekly schedule. It is your responsibility to keep track of your hours and submit them to your supervisor, if requested. Treat this experience as you would any type of professional employment. Show up on time (or earlier) and fulfill all duties. Keep an active line of communication with your supervisor throughout your internship.

COURSE SCHEDULE

(The schedule is **subject to change** to reinforce important concepts and maintain some flexibility.)

Dates	Content Topics	Due
Week 1 Mon. June 1 Fri. June 5	Mon-Classes Begin Fri-Submit On-site Coordinator Contact Information	Fri. by NOON (Special Deadline) - Post "Intern Supervisor Contact Information" in CourseDen Discussions area
Week 2 Fri. June 12	Expectations, Opportunities, Challenges	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Week 3 Fri. June 19	Assignments/Projects/Daily Activities	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Week 4 Fri. June 26	Your Relationship with Your Employer	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area

Week 5	No Topic	No Assignment
Week 6		
Mon., July 6	Your Courses and Internship	Mon. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Fri., July 10	Personal Choice	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Week 7	Overall Impressions	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Fri. July 17		
Week 8	Internship Supervisor Assessment	Tuesday, July 21 at 11:59 pm – Internship Supervisor Final Evaluation due
Tues., July 21	Last Day of Summer Classes	
Friday, July 24	Spring 2020 Graduation	

Note: I wish to acknowledge and thank Dr. Camilla Gant, Dr. Bradford Yates, Dr. Soo Moon, and Dr. Amber Smallwood for allowing me to use parts of their syllabi to design this one. I appreciate their generosity.