

# Internship COMM-4486

Fall 2021 Section E01 3 Credits 08/11/2021 to 12/10/2021 Modified 08/09/2021

## 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 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; assign interns an immediate supervisor who has academic credentials and professional experience in the discipline. Additional Prerequisites: Major; Junior or Senior; minimum of nine credit hours of COMM 3000-4000 level courses; and Major GPA of 2.5 or above. Permission of the Instructor is required.

### Requisites

Prerequisites:

ENGL 1102 Minimum Grade: C and COMM 1154 Minimum Grade: C

Corequisites:

## Contact Information

Instructor: Dr. Brad Yates

Email: [byates@westga.edu](mailto:byates@westga.edu)

Office: Humanities 151

Phone: 678-839-4938

Google Voice Text: 678-752-7239

### Office Hours

- By Appointment and Virtually
- Tuesday, Wednesday, Thursday, 2:00 PM to 4:00 PM

[Google Meet Link](#)

## Meeting Times

While your internship likely will involve in-person duties assigned by your supervisor, your COMM 4486 course responsibilities can be completed 100% online.

## Materials

### 1. Required: Site Approval

- a. Your internship site must be approved for you to remain enrolled in COMM 4486. If your internship site has not been approved, your internship supervisor must complete an [Internship Site Approval Form](#) and your internship site must be approved before the Open Drop date this semester. For many, your site is already pre-approved and re-approval is unnecessary. Please check with the instructor 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.

### 1. 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.

**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.

## Outcomes

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## Evaluation

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### Criteria

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 the final day of classes, your 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 [School of Communication, Film, and Media Internship homepage](#).

**e-Journal Entries:** You are required to submit an 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.

## Assignments

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### E-Journal Entries

You are required to submit an 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.

### Internship Supervisor Contact Information

Please post the following information about your immediate supervisor. This information is necessary so that I can follow up with your supervisor as needed, including sending the password for the final supervisor evaluation.

- Company Name
- Company Mailing Address
- Immediate Supervisor's Name
- Immediate Supervisor's Title
- Immediate Supervisor's E-mail
- Immediate Supervisor's Contact Number

### Expectations, Opportunities, Challenges

Once you have an opportunity to become familiar with your team members, internship responsibilities/expectations, and work environment/culture, discuss your expectations? Perceived exciting opportunities? Perceived challenges?

## Assignments, Projects, Daily Activities

What are your major projects and tasks? Have you learned any new skills? Are your assignments to achieve your career aspirations or perform in the industry?

## Relationship with Your Employer

Are you treated professionally? Do you receive adequate instruction and guidance? Does your internship supervisor observe your work or work closely with you and offer feedback? Are your supervisor's expectations of work quantity and quality consistent with yours?

## Courses

How did your coursework relate to your internship duties? Did courses adequately equip you with knowledge and skill sets necessary to satisfy internship expectations? Which courses are you glad you completed, and which ones do you wish you had completed prior to interning with your employer?

## You Choose

Please share whatever piques your interest, e.g., exciting opportunities, missed opportunities, challenges, etc.

## Overall Impressions

How did your experiences relate to your expectations? What did you learn about the career you plan to pursue or the industry? What was most and least valuable about the internship? Has this experience influenced your career choice?

## Schedule

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## Course Policies and Resources

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## College/School Policies

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### Mission

Fair, just, and productive societies require the free flow of news, information, and ideas from communicators of knowledge, skill, and integrity who reflect the diversity of the people they serve. Therefore, the School of Communication, Film, and Media strives to provide high quality academic and experiential learning opportunities to prepare students for successful integration into the global community as industry professionals, leaders, and thinkers in the fields of convergence journalism, digital media and telecommunication, film and video production, and public relations.

### Vision

The School of Communication, Film, and Media is committed to empowering students to communicate clearly, act responsibly, think critically, and understand context(s) to enhance their personal, civic, academic, and professional lives, facilitating active participation in an evolving and increasingly diverse society.

### Strategic Priorities

#### *Invested Teaching*

To inspire and equip students to discover their personal, intellectual, and professional potential through personalized teaching, academic coaching, and career mentoring.

#### *Experiential Learning*

To offer students early and on-going multiple and diverse hands-on learning to develop and enhance personal, intellectual, and professional growth.

### Connectedness

To serve as the hub that connects and cultivates partnerships among key stakeholders to enhance personal, intellectual, and professional growth. Key stakeholders include administrators, faculty, staff, students, alumni, industry, community, and friends.

## Mass Communications Degree Program Learning Outcomes

**ACEJMC Professional Values and Competencies:** The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the School is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The School has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview\\_program.php?catoid=11&pooid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&pooid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

### 6 X 6 MASS COMM SUCCESS

[6 X 6 MASS COMM SUCCESS \(https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6\\_MC\\_Success\\_Graphic.JPG\)](https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)

(click to view image)

1. Freedom of Speech & Press
2. History
3. Diversity
4. Global Impact
5. Theory
6. Ethics
7. Think Critically & Creatively
8. Research & Evaluate
9. Write Effectively
10. Self-Evaluate
11. Apply Numbers & Statistics
12. Apply Technology

## Film & Video Production Degree Program Learning Outcomes

**Overview:** The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

## Institutional Policies

### Academic Support

**Accessibility Services:** Students with a documented disability may work with UWG Accessibility Services to receive essential services

specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

**Center for Academic Success:** The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or [cas@westga.edu](mailto:cas@westga.edu).

**University Writing Center:** The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or [writing@westga.edu](mailto:writing@westga.edu).

## Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

## Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please visit the [Office of Community Standards \(https://www.westga.edu/administration/vpsa/ocs/index.php\)](https://www.westga.edu/administration/vpsa/ocs/index.php) site.

## UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

## Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For

each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

## HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: [http://www.usg.edu/hb280/additional\\_information#](http://www.usg.edu/hb280/additional_information#) ([http://www.usg.edu/hb280/additional\\_information](http://www.usg.edu/hb280/additional_information))

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

## Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGCares](#).

## ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

## COVID-19

The health and safety of our students, faculty, and staff remain the University of West Georgia's top priority.

For the most recent information on coronavirus disease (COVID-19) visit:

- [UWG's Guidance on Face Coverings \(https://www.westga.edu/coronavirus-info/return-to-campus/faq/what-is-the-guidance-on-the-use-of-face-coverings.php\)](https://www.westga.edu/coronavirus-info/return-to-campus/faq/what-is-the-guidance-on-the-use-of-face-coverings.php)
- [Centers for Disease Control and Prevention FAQ \(https://www.cdc.gov/coronavirus/2019-ncov/faq.html\)](https://www.cdc.gov/coronavirus/2019-ncov/faq.html)
- [Georgia Department of Public Health \(https://dph.georgia.gov/\)](https://dph.georgia.gov/)

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