COMM480: Communication Internship Syllabus
Fall 2017

Congratulations on securing an internship for fall semester! My name is Dr. McGowan, and I'm the faculty sponsor/internship director for the Department of Communication at SUNY Fredonia. I'm looking forward to working with you this fall. By registering for the course, you agree to abide by the policies and complete the course assignments outlined in this syllabus.

COURSE OBJECTIVES

By the end of this course, students should be able to:

1. demonstrate an understanding of communication concepts and skills used in a workplace environment;
2. observe the personal style of supervisors and colleagues and be able to identify methods used to promote good working relationships and/or hinder a productive work environment;
3. identify difficulties encountered during the performance of workplace duties and explain techniques used to resolve the challenges; and
4. pursue career goals and self-discovery while meeting the total number of hours required to obtain academic credit for COMM480.

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COURSE POLICIES: WRITTEN WORK, TECHNOLOGY, COMMUNICATION

❖ **Written work**: All written assignments should be typed and uploaded to OnCourse as a .doc or .pdf. You can re-submit a file up to three times before the due date. Please name your assignment's file: LastName-COMM480____Assignment. (fill in the ___)

Assignment Submissions: You are required to submit written work through OnCourse. Each assignment has a corresponding assignment dropbox. At the end of each two-week period, you should enter your total hours worked into the Internship Google Forms. Copy and paste this link in your web browser and then enter your hours: https://docs.google.com/forms/d/e/1FAIpQLSe_SpD3lECYousFlzJtx60gEus7LWZqqxJ_dr6S7ZPCMEmDKQ/viewform.

❖ **Late work**: All assignments are due via OnCourse by 11:59 p.m. on the day identified on your learning contract. Email the Department of Communication's Internship Director, Dr. McGowan (mcgowan@fredonia.edu), if you are unable to meet the assigned deadlines. All arrangements for missing a written assignment must be made at least 24 hours prior to the time the assignment is due.
  - An assignment is marked "submitted by due date" if submitted by 11:59 p.m. on the day it is due.
  - An assignment is marked "submitted in a time manner" if submitted *within* 2-6 days of that assignment's due date.
  - An assignment is marked "late" if submitted 7-13 days *after* the assignment's due date.
  - An assignment is marked "not submitted" if it is not uploaded 14 days *after* the assignment's due date. Failure to submit the assignment within 14 days will result in a zero for that assignment.

❖ **Technology**: Students enrolled in COMM480 must have Internet access, including e-mail and website access, and have the basic knowledge needed to efficiently use these Internet technologies. You are required to use your Fredonia e-mail account in this course, because the Department of Communication's internship coordinator will communicate with you through your Fredonia e-mail account.

❖ **Communicating with Professor**: Email is the best way to communicate with the professor, and she will check her Fredonia email between 9 a.m. and 5 p.m. Unless the professor is traveling, it is the weekend, or Fredonia has a university sanctioned break, the professor should reply to you within 48 hours.

COURSE POLICIES: INTERNSHIP HOURS AND CREDITS

❖ **Change in Academic Credit Hours:** A change in academic credits is uncommon and not promoted. All requests for a reduction in credit hours must be processed *at least* 14 days prior to the last day of classes (i.e., by November 24, 2017).
  ○ The procedure for changing credit hours is as follows – Email Dr. McGowan requesting for the credits hours to be reduced. The email should identify (1) the reason why you're unable to meet the required hours, (2) the name/contact information of your site supervisor so that Dr. McGowan can contact him or her to confirm that he or she has been unable to give you the amount of work needed to complete the required hours, and (3) your plan for reaching the required number of hours.

❖ **Last Day to Complete Hours:** All internship hours must be completed *prior* do the day that your final bi-weekly journal is due (i.e., by December 13, 2017). Remember that 1 credit equals 40 hours. In other words, if you're registered for 2 credits you must work at least 80 hours during the duration of your internship.

❖ **Extension of Internship Hours Deadline:** Changing your internship finish date so that you can meet your total hours goal will only be considered if a unique situation presents itself. All requests for an extension of days must be processed *at least* 14 days prior to the last day of classes (i.e., by November 24, 2017).
  ○ The process for extending internship hours deadline is as follows – Email Dr. McGowan requesting for the credits hours to be reduced. The email should identify (1) the total number of hours worked up to that point, (2) the reason why you're unable to meet the required hours within the assigned time frame, (3) the name/contact information of your site supervisor so that Dr. McGowan can contact your site supervisor to confirm that (a) she or he is willing to work with you past the established deadline and (b) she or he has enough work for you to do so that you can reach those hours, and (4) your plan for reaching the required number of hours within the new time frame.

COURSE ASSIGNMENTS

❖ Even if you complete all the hours needed to receive credit failure to do these assignments correctly and/or submitting assignments late will result in a lowered grade. Conversely, completing all the assignments but failing to meet the minimum required hours will result in a lowered grade.

❖ To view complete descriptions of course assignments and rubrics go to OnCourse > COMMM480 > Assignment Guidelines & Assessment Criteria > ALL Assignment Guidelines PDF.

1. **Bi-Weekly Journals (30% final grade):** This document describes your internship experience over a two-week period. Each journal should address the following topic headings: Task/duties for each day worked, learning, problem/concerns, opportunities, and a number for total hours complete during that two-week period. For an example on how to format your journal go to OnCourse > COMM480 > Sample Assignments > Example-Journal

2. **Mid-term Self-Evaluation (5% of final grade):** The mid-term evaluation form is available through the Career Development Office's website (http://students.fredonia.edu/node/3596). The evaluation should be typed and uploaded to the "self-evaluation" assignment dropbox on OnCourse.

3. **Final Self-Evaluation (5% of final grade):** The final evaluation form is available through the Career Development Office's website (http://students.fredonia.edu/node/3596). The evaluation should be typed and uploaded to the "self-evaluation" assignment dropbox on OnCourse.

4. **Final Reflection Essay (10% final grade):** This essay is due at the end of your internship and summarizes your internship experience. The reflection essay should include a detailed and well-explained review of your internship experience. The essay should address the following topic headings: Task/duties, job skills/abilities, organization, personal development, career status, and a count for total internship hours completed. For an example on how to format your final essay, go to OnCourse > COMM480 > Sample Assignments > Example-Final Essay

5. **Tracking of total hours worked (50% of grade):** At the end of each two-week period (i.e., the day you submit your bi-weekly journal) you should click on this link https://docs.google.com/forms/d/e/1FAIpQLScFnvI1eJ7m_nB7ET3hRnjO8gPlpmFIU9bO3TzYzHejvHrb7w/viewform?usp=sf_link and identify the total number of hours worked during the two-week period.

COURSE GRADING CRITERIA

Grade Scale	
Satisfactory – Acceptable Achievement	
A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
Unsatisfactory – Minimal or Inadequate Achievement	
D+	67-69%
D	64-66%
D-	60-63%
F	59-below

- ❖ Grades and feedback for all written assignments will be available through OnCourse. Grades are communicated via Gradebook and will be updated regularly. You can see feedback for written assignments next to the grade.
- ❖ Students enrolled in COMM480 will receive a final grade in the form of a letter grade.
- ❖ All written assignments will be graded "Satisfactory" or "Unsatisfactory." The S/U marking is based on the written assignment's quality. Failure to meet submission deadlines will be factored in to the student's final grade.
  - o Generally, an assignment earning an "S" does a superior job of: (1) displaying in-depth understanding of communication in workplace, (2) thoroughly addressing topic headings, (3) using examples to describe what was learned, (4) identifying problems and creating specific solutions, (5) explaining how the education objectives identified in learning contract are being met, and (6) identifying day, time-range, and hours worked.
  - o To see the full criteria, go to OnCourse > COMM480 > Assignment Guidelines & Assessment Criteria > PDF-Grading Policy.
- ❖ Final grades are based on an average of the S/U marking earned for the written assignments, total number of hours completed at the internship, and takes into account penalties for submitting late assignment. To see the course grading policy for final grades go to OnCourse > COMM480 > Assignment Guidelines & Assessment Criteria > PDF-Grading Policy.
- ❖ The "Grade Scale" shown at the right is used to compute grades.

COURSE ETHICS

Conduct that violates academic integrity includes issues such as fraud, cheating, collusion, and the following:

- ❖ Dishonesty. This is lack of integrity exhibited through lying, cheating, defrauding, or deceiving. Examples of dishonesty include: copying/submitting the work of another, allowing one's own work to be copied, reading without the professor's consent a copy of the examination prior to the date it is given, submitting the same work in more than one course without the express permission of the professor(s), etc.
- ❖ Plagiarism. Plagiarism is stealing or using the ideas or writings of another as one's own. It involves failure to acknowledge material copied from others or failure to acknowledge one's indebtedness to another for the gist of important thoughts in a formal statement, written or oral. Charges of violating academic integrity shall be handled according to established student discipline procedures. When the professor suspects a violation of the Academic Integrity Policy, she will collect necessary information and materials related to the offense and then contact the student. If the professor finds that a violation has occurred, she will use the Academic Integrity Incident Report form to report the issue to the department chair. To read about additional action, please see the Academic Integrity Policy and Procedures detailed on the "University Policies" website. Review the SUNY Fredonia Academic Integrity Policy by going to http://www.fredonia.edu/studentaffairs/JudicialAffairs/policies.asp#academic.

DEPARTMENT OF COMMUNICATION PHILOSOPHY

- ❖ Communication does not exist outside of relationships. With this in mind, the faculty of the SUNY Fredonia Department of Communication believes that all communicators, whether in the classroom, on the air, or within created works, have a responsibility to themselves and their audience.
- ❖ The faculty believes that it is our responsibility to provide perspective and structure as students make choices about their work, and consequently, about themselves and who they are as adults and scholars. We encourage students to make the effort to consider the consequences of their choices for themselves, for others, and for those relationships. The faculty encourages projects and behaviors that are undertaken with thoughtful respect and consideration for others. We support and encourage work that is both ethical and enriching to the students' community and to personal and professional relationships. All students should review the Department of Communication Ethical and Professional Standards at http://www.fredonia.edu/department/communication/standards.asp.

COMM480: Communication Internship
ASSIGNMENT GUIDELINES

Course Learning Objectives

Completing these assignments exhibits your ability to achieve the following learning objectives. By the end of this course, students should be able to:

1. demonstrate an understanding of communication concepts and skills used in a workplace environment;
2. observe the personal style of supervisors and colleagues and be able to identify methods used to promote good working relationships and/or hinder a productive work environment;
3. identify difficulties encountered during the performance of workplace duties and explain techniques used to resolve the challenges; and
4. pursue career goals and self-discovery while meeting the total number of hours required to obtain academic credit for COMM480.

Course Grades

Your letter grade in COMM480 is based on your correctly completing these assignments on time. To see the course grading policy go to OnCourse > COMM480 > Assignment Guidelines & Assessment Criteria > PDF-Grading Policy.

Assignment	Due Date*	Worth
Bi-weekly Journal Entries	Bi-weekly	30 percent of final grade
Student Mid-term Self-Evaluation	Mid-point of internship	5 percent of final grade
Student Final Self-evaluation	End of internship	5 percent of final grade
Final Reflection Essay	End of internship	10 percent of final grade
Tracking Total Hours Worked	Bi-weekly	50 percent of final grade

*See Learning Contract for specific due dates.

Assignment I: Bi-Weekly Journal Entries

General Information

- Due dates vary based on your internship's start date.
- For an example on how to format your journal, go to OnCourse > COMM480 > Sample Assignments > Example-Journal
- What if you don't complete any tasks during the duration of the 2-week journal period? Upload a document that follows the same format and just write "did NOT complete any hours during these two weeks."
- Late journals will result in a lowered final grade for your internship. For more information, see the grading policy available through OnCourse.
- All information included in each written assignment will be kept confidential.

Section Headings for EACH Journal

The bi-weekly journals account for your time spent working at your internship; therefore, each journal should address the following topics.

1. Heading 1: Task/Duties
   - This is a daily record of your activities while participating in the internship (i.e., you are to have a journal entry per day of internship work).
   - This includes work you do at the internship site and anything you do for the internship organization away from the site (e.g., working on a website from your own home).

- For each entry:
  - include the day, date, and time of work (e.g., Monday, 8/4, 9 a.m. to 11 a.m.)
  - identify and describe what you did at work (i.e., steps, procedures, subtasks, etc.)
  - explain the purpose or function of task/duty—why it is done. (NOTE: once you describe a job duty in a journal entry you do not have to repeat the description in subsequent journal entries -- just indicate the name of the duty).
  - be sure to include a person's title when mentioning a name.

2. Heading 2: Learning
   - Describe what you are learning from performing your duties and observing the business or agency.
   - Identify and explain what you have learned (how done, why done, results, etc.).

3. Heading 3: Problem/concerns
   - Identify any difficulties encountered in the performance of your duties/tasks and why it is happening.
   - Come up with possible ways to resolve the difficulty.

4. Heading 4: Opportunities
   - Note prospects (e.g., opportunities for learning, skills development, new duties or tasks, contacts, etc.) and why it's an opportunity for you.

5. Heading 5: Total Hours Worked
   - Identify the number of hours worked during the duration of that journal period out of the total hours needed for the internship credit (e.g., Worked 8/40 hours)
     - 1 credit = 40 hours

Formatting the Document:

- Save the document - Name your assignment's file – MyLastName-COMM480Journal#.
- You should upload a file using .doc or .pdf format

Submission Guidelines

- Submit your journal to the appropriate OnCourse dropbox at the end of every two-week period, starting with the date on your Learning Contract.

Submission Directions
- Submit your journal to the drop box by clicking on "Add Submission"; DO NOT display on page.
- You're permitted to revise your submission and upload a new document up to three times.

1. Click the **Add submission** button below. Then, the submission page will open. You should upload your file using one of two methods - drag-and-drop or file browsing.
2. Once your file appears in the *Files submission* area, click **Save changes.** (you should receive an email at your Fred email address confirming you have submitted the assignment). You're permitted to revise your submission and upload a new document up to three times. You'll see an *Edit submission* button on the Assignment page. Click **Edit submission** to add or replace files. When you are finished making changes, click **Save changes.**
3. You can check under *Submissions status* on the *Assignment page* to ensure your file is listed. You can also view feedback and grades from the professor there.

Assignments II & III: Self-Evaluations

General Information

- Due dates will vary because of various start dates and can be found on your learning contract.
- For an example on how to format your journal, go to OnCourse > COMM480 > Sample Assignments > Example-Mid-Term Evaluation
- Your site supervisor will be filling out a similar form. It is not your responsibility to get their form filled out; however, a friendly reminder to your site supervisor would be appreciated.

Accessing the Evaluation Forms:

1. Go to http://students.fredonia.edu/node/3596
2. Scroll to middle of page – under the "For students…" red heading
3. Open the student mid-term self-evaluation
4. Complete the evaluation electronically (via Word or PDF)
   - Follow the directions on each form and refer to the Job Requirements and Educational Objectives sections on your Learning Contract.
5. Save the document. Name your assignment's file – MyLastName-COMM480Mid-termEval.
6. Upload the evaluation (you're permitted to revise your submission and upload a new document up to three times)

How to Submit the Document:

Please submit your journal to an OnCourse dropbox by clicking on "Add Submission"; DO NOT display on page.

1. Click the **Add submission** button below. Then, the submission page will open. You should upload your file using one of two methods - drag-and-drop or file browsing.
2. Once your file appears in the *Files submission* area, click **Save changes.** (you should receive an email at your Fred email address confirming you have submitted the assignment). You're permitted to revise your submission and upload a new document up to three times. You'll see an *Edit submission* button on the Assignment page. Click **Edit submission** to add or replace files. When you are finished making changes, click **Save changes.**
3. You can check under *Submissions status* on the *Assignment page* to ensure your file is listed. You can also view feedback and grades from the professor there.

Assignment IV: Final Reflection Essay

General Information

- Due dates will vary because of various start dates and can be found on your learning contract.
- This summary of your internship experience is <u>separate</u> from your last journal entry.
- The reflection essay should include a detailed and well-explained review of your total internship experience.
- All information will be kept confidential.

Section Headings for EACH Journal

1. <u>Heading 1: Task/Duties</u>
   - What were you tasks/duties? Describe the behaviors and practices for performing each. How did you feel about doing they? Why?

2. <u>Heading 2: Job Skills/Abilities</u>
   - What job skills/abilities did you develop?
   - How do you know you did?
   - What job skills/abilities did you find lacking or needing improvement? How so?
   - What do you need to do to develop such skills/abilities?
   - Next steps?

3. <u>Heading 3: Organization</u>
   - What were the strengths and weaknesses of the internship organization's communication? Supervision?
   - What were the consequences--Why were they strengths? Weaknesses? What might the organization do to overcome of the weakness?
   - How did you do to handle the weaknesses? What might you have done to overcome them? Explain.

4. <u>Heading 4: Personal Development</u>

   - What did you discover or realize about yourself during the internship (seeking clarification, difficult people, boss/co-worker relationships, self-esteem, etc.)?
   - Did you discover anything that needs to be worked on? What? What might you do to develop in the future?
   - What are your next steps?

5. <u>Heading 5: Career Status</u>

   - What were your goals for this internship? Did you achieve them? Explain.
   - What are your next steps in pursuing your career exploration or goals? Why?

6. <u>Heading 6: TOTAL Hours Completed</u>

   - How many hours did you end up working? Include that number out of the total number of hours you were supposed to work (1 credit = 40 hours, 2 credits = 80 hours, 3 credits = 120 hours)
     - Example: worked 38 / 40 required hours

Assignment V: Total Hours Worked

- At the end of each two-week period (i.e., the day you submit your bi-weekly journal) you should click on this link https://docs.google.com/forms/d/e/1FAIpQLScFnvI1eJ7m_nB7ET3hRnjO8gPlpmFIU9bO3TzYzHejvHrb7w/viewform and identify the total number of hours worked during the two-week period.
- The link takes you to a Google Forms that asks you to enter in your first and last name, along with the date range, and the total number of hours worked during that period of time.

COMM480: Communication Internship
GRADING POLICY

Course Learning Objectives

By the end of this course, students should be able to:

1. demonstrate an understanding of communication concepts and skills used in a workplace environment;
2. observe the personal style of supervisors and colleagues and be able to identify methods used to promote good working relationships and/or hinder a productive work environment;
3. identify difficulties encountered during the performance of workplace duties and explain techniques used to resolve the challenges; and
4. pursue career goals and self-discovery while meeting the total number of hours required to obtain academic credit for COMM480.

Submission Due Dates

- An assignment is marked "submitted by due date" if submitted by 11:59 p.m. on the day it is due.
- An assignment is marked "submitted in a time manner" if submitted *within* 2-6 days of that assignment's due date.
- An assignment is marked "late" if submitted 7-13 days *after* the assignment's due date.
- An assignment is marked "not submitted" if it is not uploaded 14 days *after* the assignment's due date. Failure to submit the assignment within 14 days will result in a zero.

Late Work Policy

- See learning contract and internship agreement for due dates.
- **All assignments are due via OnCourse by 11:59 p.m. on the day identified on your learning contract.**
- Email the Department of Communication's Internship Director, Dr. McGowan (mcgowan@fredonia.edu), if you are unable to meet the assigned deadlines.
- All arrangements for missing a written assignment must be made at least 24 hours prior to the time the assignment is due. If such arrangements are not made then you may not be allowed to make up the assignment and will earn a zero for the assignment.

Final Grades

- Final grades are based on an average of the S/U marking earned for the written assignments, total number of hours completed at the internship, and takes into account penalties for submitting late assignment. The "Final Grade" scale shown at the right is used to compute final grades. To see the course grading policy go to OnCourse > COMM480 > Assignment Guidelines & Assessment Criteria > PDF-Grading Policy.

Final Grade Scale	
Satisfactory – Acceptable Achievement	
A	94-100%
A-	90-93%
B+	87-89%
B	84-86%
B-	80-83%
C+	77-79%
C	74-76%
C-	70-73%
Unsatisfactory – Minimal or Inadequate Achievement	
D+	67-69%
D	64-66%
D-	60-63%
F	59-below

Bi-Weekly Journals: Assessment Criteria
(30% of final grade)

General Grading Information on Written Assignments

- Every time you submit a written assignment, a box beside it will be checked as completed. This *only* means that the assignment has been completed; it does not indicate whether it was completed successfully (e.g., on time, required content, etc.).
- Grades for written assignments will be posted in OnCourse. You should refer to the rubric below to understand why an assignment received a "U" or "S."
- Please note that the S/U marking is based on the journal's quality. Failure to meet submission deadlines will be factored in to your final grade.

"S" - Satisfactory	"U" = Unsatisfactory
Does a **superior** job of: - displaying in-depth understanding of communication in workplace. - thoroughly addressing topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met. - identifying day, time-range, and hours worked.	Failed to include or does a **mediocre** job of: - displaying in-depth understanding of communication in workplace - thoroughly addressing <u>some</u> topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met. - by submitting a few journals late. - identifying day, time-range, and hours worked

Final Reflection Essay: Assessment Criteria
(10% of final grade)

"S" - Satisfactory	"U" = Unsatisfactory
Does a **superior** job of: - displaying in-depth understanding of communication in workplace. - thoroughly addressing topic headings. - using examples to describe what was learned. - assessing strengths and weaknesses of the organization. - explaining how the internship helped student develop professional and pursue career goals. - identifying total hours completed.	Failed to include or does a **mediocre** job of: - displaying in-depth understanding of communication in workplace. - thoroughly addressing topic headings. - using examples to describe what was learned. - assessing strengths and weaknesses of the organization. - explaining how the internship helped student develop professional and pursue career goals. - identifying total hours completed.

Final Grade: General Assessment Criteria

Internship Grading Policy

- A large portion of your grade for COMM480 will be assigned based on the timely completion of written assignments. Even if you complete all the hours for your internship, failure to do these assignments correctly and/or submitting assignments late will result in a lowered grade. Conversely, completing all the assignments but failing to meet the minimum required hours will result in a lowered grade.
- This rubric explains how final grades for COMM480 will be calculated.

	"A"— Exemplary	"B"— Above	"C"— Average	"D"- Deficient	"F"— Failing
Bi- Weekly Journals **(30% of final grade)**	Does a **superior** job of: - displaying in-depth understanding of communication in workplace. - thoroughly addressing <u>all</u> topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met. - meeting <u>all</u> deadlines.	Does a **satisfactory** job of: - displaying in-depth understanding of communication in workplace. - thoroughly addressing <u>most</u> topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met. - by submitting most journals on time or in a timely manner.	Does a **mediocre** job of: - displaying in-depth understanding of communication in workplace - thoroughly addressing <u>some</u> topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met. - by not submitting a few journals and/or submitting a few journals late.	Does a **negligible** job of: - displaying in-depth understanding of communication in workplace - thoroughly addressing a few topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met. - by not submitting numerous journals and/or submitting numerous journals late.	Does a **failing** job of: - meeting basic requirements.
Mid-term self-evaluation **(5% of final grade)**	Does a **superior** job of: - thoroughly answering <u>all</u> questions. - using examples to explain how educational objectives are being met. - articulating progress made toward achieving educational objectives. - identifying unique skills developed at internship. - submitting evaluation on time.	Does a **satisfactory** job of: - thoroughly answering <u>all</u> questions. - using examples to explain how educational objectives are being met. - articulating progress made toward achieving educational objectives. - identifying unique skills developed at internship. - submitting evaluation in a timely manner.	Does a **mediocre** job of: - thoroughly answering <u>all</u> questions. - using examples to explain how educational objectives are being met. - articulating progress made toward achieving educational objectives. - identifying unique skills developed at internship. - by possibly submitting evaluation late.	Does a **negligible** job of: - thoroughly answering <u>all</u> questions. - using examples to explain how educational objectives are being met. - articulating progress made toward achieving educational objectives. - identifying unique skills developed at internship. - by possibly submitting evaluation late.	Does a **failing** job of: - meeting basic requirements. - submitting evaluation.

	"A"— Exemplary	"B"— Above	"C"— Average	"D"- Deficient	"F"— Failing
Final self-evaluation **(5% of final grade)**	Does a **superior** job of: - thoroughly answering <u>all</u> questions. - using examples to explain how educational objectives were met. - articulating progress made toward achieving education objectives. - identifying skills developed at internship. - submitting evaluation on time.	Does a **satisfactory** job of: - thoroughly answering <u>all</u> questions. - using examples to explain how educational objectives were met. - articulating progress made toward achieving education objectives. - identifying skills developed at internship. - submitting evaluation in a timely manner.	Does a **mediocre** job of: - thoroughly answering <u>all</u> questions. - using examples to explain how educational objectives were met. - articulating progress made toward achieving education objectives. - identifying skills developed at internship. - possibly submitting evaluation late.	Does a **negligible** job of: - thoroughly answering <u>all</u> questions. - using examples to explain how educational objectives were met. - articulating progress made toward achieving education objectives. - identifying skills developed at internship. - possibly submitting evaluation late.	Does a **failing** job of: - meeting basic requirements. - submitting evaluation.
Final Essay **(10% of final grade)**	Does a **superior** job of: - displaying in-depth understanding of communication in workplace. - thoroughly addressing <u>all</u> topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met.	Does a **satisfactory** job of: - displaying in-depth understanding of communication in workplace. - thoroughly addressing <u>most</u> topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met.	Does a **mediocre** job of: - displaying in-depth understanding of communication in workplace - thoroughly addressing <u>some</u> topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met.	Does a **negligible** job of: - displaying in-depth understanding of communication in workplace - thoroughly addressing <u>a few</u> topic headings. - using examples to describe what was learned. - identifying problems and creating specific solutions. - explaining how the education objectives identified in learning contract are being met.	Does a **failing** job of: - meeting basic requirements.
Hours Completed & Site Supervisor Feedback* **(50% of final grade)**	- Completes 100 percent of number of hours identified in learning contract. - Site supervisor's evaluations indicate that student was an <u>exemplary intern</u> in that the person produced high quality work, was extremely productive and enthusiastic, worked well with others, and was professional in tone, demeanor, and appearance at all times.	- Completes up to 71 percent of hours identified in learning contract. - Site supervisor's evaluations indicate that student was a <u>satisfactory intern</u> in that the person produced decent quality work, was productive and enthusiastic, worked well with others, and was professional in tone, demeanor, and appearance at all times.	- Completes up to 61 percent of hours identified in learning contract. - Site supervisor's evaluations indicate that student was an <u>average intern</u> in that the work the person produced was mediocre, the person was at times unproductive and apathetic, did not always work well with others, and often had a questionable professional demeanor.	- Completes up to 51 percent of hours identified in learning contract. - Site supervisor's evaluations indicate that student was a <u>deficient intern</u> in that the person produced low quality work, failed to be productive and enthusiastic, may not have worked well with others, and was at times unprofessional.	- Completes up to 50 percent of hours identified in learning contract. - Site supervisor expressed grave concern about student's performance at the internship.

* Even if your site supervisor writes a raving evaluation, your ability to complete a certain percentage of hours is required in order to earn a specific letter grade.