

COMM480: Communication Internship Syllabus

Fall 2018

Congratulations on securing an internship for Fredonia's fall session! 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 term. 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.

ANGELA MCGOWAN, PHD

CONTACT INFORMATION

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- Office Phone: 716-673-3260
- Email: mcgowan@fredonia.edu

OFFICE HOURS

- MWF: 9:00-9:45 a.m. & 2-2:45 p.m.

CLASSROOM

- McEwen Hall 201

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. You should name your assignment's file: LastName-COMM480 ___ Assignment. (fill in the ___) Please note that the CDO requires that students complete a mid-term and end-of-term self-evaluation; therefore, you must complete both assignments in order to earn an "A" in the course.
- ❖ **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 submit a journal that accounts for the total hours you worked at the internship.
- ❖ **Late work:** All assignments are due via OnCourse by 11:55 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 11:55 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.
- ❖ **Internship Hours:** Internship hours only count (1) after the internship has started and (2) if the hours are accounted for in a bi-weekly journal. Students should notify the professor via email if they did not log any hours during a bi-weekly period.
- ❖ **Technology:** Students enrolled in this course must have Internet access available to them, including e-mail and website access, and have the basic knowledge needed to efficiently use these Internet technologies. Students are responsible for retrieving documents (assignment guidelines, rubrics, etc.) from OnCourse.

With the exception of students requiring an accommodation (an approved accommodation plan is required before audiotaping/video/digital photos are allowed), students creating unauthorized audio or video recording of lectures violates the professor's intellectual property rights and if posted online may break copyright laws. Therefore, students may not take photographic, video, or audio recordings during meetings without the professor's verbal permission. Any permission granted will be for one-time only and does not extend to other meetings or materials. Any materials recorded with permission may be used only for the personal purposes of the individual to whom permission was granted and may not be shared with other individuals or entities for any purpose. If the professor suspects that a student is recording her without her mission the student will be asked to turn off the recording device immediately. Additionally, anything that the professor posts on OnCourse and discusses or distributes via email is considered her intellectual property. Therefore, you must ask for the professor's permission prior to sharing the materials with anyone outside the class. (Adapted from: Marafiote, T. (2016). COMM321: *Environmental communication syllabus*. Retrieved from http://home.fredonia.edu/sites/default/files/section/communication/_files/Syllabi/COMM_321.pdf)

- ❖ **Communicating with Professor:** The professor will communicate with you through your Fredonia e-mail account. All emails should be written using a standard professional formatting. This includes a clear subject heading, courteous greeting, proper spelling, mechanics, and grammar, respectful content, and an identifying signature. 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. You also can communicate with her via Google Chat (gchat) anytime there is a green dot next to her name. Click on this link to learn how to start a chat in Gmail <https://support.google.com/chat/answer/161880?hl=en>

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 (Nov. 30, 2018) to the last day of classes.
 - 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 (Dec. 19, 2018). 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 (Nov. 30, 2018) to the last day of classes.
 - 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 you should submit a journal that accounts for the hours you worked and identifies the total number of hours worked during the two-week period.

*The CDO requires that students complete a mid-term and end-of-term self-evaluation; therefore, you must complete both assignments in order to earn an “A” in the course.

COURSE GRADING CRITERIA

- ❖ 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.
 - 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.
 - 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.

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

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>.
- ❖ As the semester progresses, the professor reserves the right to modify the syllabus to fit the needs of the specific class.