

COMM480: Communication Internship Syllabus *Fall 2019*

Welcome to COMM480: Communication Internship!

Congratulations on securing an internship! My name is Dr. McGowan-Kirsch, 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 term. By registering for the course you agree to abide by the policies and complete the course assignments outlined in this syllabus.

PROFESSOR'S INFORMATION

Name: Dr. Angela McGowan-Kirsch

Email: mcgowan@fredonia.edu

Office Phone: 716-672-3260

Department Contact Information: If you can't reach me, please call our department secretary, Ms. Carol Smith, at 716-673-3410. This website also provides the location for the department:

<https://www.fredonia.edu/academics/colleges-schools/college-liberal-arts-sciences/communication>

Office hours: MWF: 8:45-9:30 AM & 2:15-3:00 PM

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.

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 all written work through OnCourse. Each assignment has a corresponding assignment dropbox. No assignments will be accepted via email or in print.

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-Kirsch (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 timely 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, (2) once the student registers for COMM480, and (3) if the hours are accounted for in a bi-weekly journal that’s submitted within 13 days of the due date.

The following activities count towards internship hours: Time spent working on tasks outlined in the learning contract and time traveling, conversing, or corresponding with a site supervisor. Time spent working on assignments for COMM480 does not count towards your internship hours.

A student should upload a document to the respective dropbox stating that they not log any hours during a bi-weekly period and offer an explanation of why.

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: Marafiotte, 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.

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 (November 29, 2019). The procedure for changing credit hours is as follows – email Dr. McGowan-Kirsch 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-Kirsch 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 (December 20, 2019). 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 will only be considered if a unique situation presents itself. Regardless, internship hours must be completed before the next academic term begins. That is to say, if the majority of your internship hours are not being completed during the semester in which you registered for the hours then you will need to register for internship credit for the subsequent academic term. All requests for an extension of internship hours deadline must be processed *at least 14 days* (November 29, 2019) prior to the last day of classes.

The process for extending internship hours deadline is as follows – Email Dr. McGowan-Kirsch 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-Kirsch 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

Failure to submit the following written assignments correctly and/or on time will result in a lowered grade. 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 > COMM480 > Assignment Guidelines & Assessment Criteria > ALL Assignment Guidelines PDF.

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

Mid-term Self-Evaluation (5% of final grade)*: The mid-term evaluation form is available through the Career Development Office's website (<http://home.fredonia.edu/student-life/career-development-office/x-forms>). The evaluation should be typed and uploaded to the "self-evaluation" assignment dropbox on OnCourse.

Final Self-Evaluation (5% of final grade)*: The final evaluation form is available through the Career Development Office's website (<http://home.fredonia.edu/student-life/career-development-office/x-forms>). The evaluation should be typed and uploaded to the "self-evaluation" assignment dropbox on OnCourse.

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

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

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 in OnCourse.

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.

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, completing an exam or other assignment with another person, 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); or disclosing or accepting information if one takes a test at a different time than other students in the same course.

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. For instance, copying and pasting directly from a web page without using APA quotations clearly constitutes plagiarism. 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 clicking on these link <https://www.fredonia.edu/student-life/student-conduct/policies#academic>.

SUNY FREDONIA RESOURCES

ITS Service Center offers multimedia support for students. They can be reached by phone: 716-673-3407 and on-campus: W203 Thompson Hall.

The Learning Center provides free, confidential, nonbiased, collaborative tutoring services as a way of enabling students to succeed in their course work. The goal of tutoring is to help you with your assignment in a way that will help you become more successful in all of your classes. Learning Center: Carnahan-Jackson Center, Reed Library, Fourth Floor. Phone: 716-673-3550.

Reasonable accommodations are available to students with documented disabilities at SUNY Fredonia. Students who may require instructional and/or examination accommodations should contact **the Office of Disability Support Services for Students** (DSS), located on the 4th Floor of the Reed Library (716-673-

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

3270 or disability.services@fredonia.edu). The DSS coordinator will review documentation and determine accommodations on a case-by-case basis. DSS will notify the professor with an accommodation letter that verifies that the student has registered with the DSS office and describes any accommodations approved for the student. After the student has met with the DSS coordinator, she or he should contact the professor to discuss any needed accommodations. It is at that point that the professor will make accommodations. Here's DSS's website: <https://www.fredonia.edu/academics/disability-support-services>

Additional resource information can be found on the Enrollment & Student Services page: <https://www.fredonia.edu/about/offices/enrollment-and-student-services>, click on the + next to services and select the service you'd like to learn more about.

DEPARTMENT OF COMMUNICATION

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>

You can reach the department secretary, Ms. Carol Smith, M-F from 9:00 a.m. – 3:00 p.m. Ms. Smith's phone number is 716-673-3410 and the office is located in McEwen Hall, Room 324.

COPYRIGHT STATEMENT

The materials provided by the instructor in this course are for the use of students enrolled in the course. All materials in the course are covered under this statement. Copyrighted course materials may not have been further disseminated.