Communication Internship
COMM 6371
Angelo State University

Instructor: Flor Leos Madero, Assistant Professor of Communication
Phone: 325-486-6077
Email: flor.madero@angelo.edu
Office Hours: TBA
Class Hours: Arranged
Textbook: No text required

Course Description
The internship course is designed to provide students with the opportunity to use classroom knowledge in a practical/professional setting with the support of both a faculty adviser as well as a professional in a communication field. Students gain on-the-job experience by working in industry. Limited to advanced students majoring in Communication/Mass Media. Participants are selected on the basis of written applications submitted to the department head one semester in advance. Prerequisite: Advanced standing.

Student Learning Outcomes
1. Students will gain knowledge (terminology, classifications, methods, and trends) in the communication/media industry.
2. Students will demonstrate proficiency in research, writing, and technical abilities.
3. Students will demonstrate professionalism by conducting themselves professionally, meeting deadlines, and demonstrating a positive attitude and high level of commitment.
4. Students will demonstrate ethical and legal—sound behavior and show sensitivity to diversity.

COURSE POLICIES

Attendance
Attendance will be determined and monitored by internship organization. Additionally, students are expected to attend all scheduled meetings with the faculty advisor.

Course Requirements
1. Completion of the Internship Contract
2. Completion of 100 hours of supervised work in the organization.
3. Completion of Weekly Report forms for each week of the internship. Do not accumulate these forms; turn in one per week of the internship.
4. Complete a final comprehensive report at the end of the internship. This report should be a 2-5 page, double spaced report that describes what you did, what you learned, your impressions of the organization and the internship assigned to you. These reports will not be shared with the organization and should be candid. The internship report is the primary place for demonstrating meaningful reflection as you address the learning objectives of the course; resolve problems and
challenges; and document observations and feelings related to your internship. The goals of these reports are to:

- Provide a forum for deeper reflection on the internship experience (i.e. observations, projects/tasks, challenges, etc.).
- Provide an opportunity to highlight the progress towards achieving the course learning objectives.
- Provide a venue for constant monitoring, coaching and assessment of the internship experience.

5. Submit with your comprehensive report samples of all the work done during the internship. These materials will be returned to the student for use in job interviews.

6. Students are advised to talk with the internship faculty supervisor the semester prior to one in which they plan to intern to determine sustainability of internships.

7. Students will intern 100 hours for three hours of credit.

ASSIGNMENT/GRADE POLICY

Grades
Each professional supervisor is asked to submit a written evaluation of the student at the end of the semester. This form is in the internship packet and should be given to your professional supervisor to complete and mail to your department faculty supervisor at this address:

Flor Leos Madero
Department of Communication and Mass Media
ASU Station #10895
San Angelo, TX 76909-0895

The faculty supervisor reviews all reports and production work and assigns the final grade. Assignments are due on the date and at the time assigned. Late work WILL NOT be accepted. Computer or printer problems do not constitute an excuse for late or incomplete work.

Students will earn a grade a letter grade based on the following:
Applied Experience: 90%
Internship Evaluation: 10%

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 and above</td>
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<td>B</td>
<td>80-89</td>
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<td>C</td>
<td>70-79</td>
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<td>D</td>
<td>60-69</td>
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<td>F</td>
<td>59 and below</td>
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TOTAL: 100%

HONOR CODE POLICY: Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student’s own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of
another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf

NOTICE TO STUDENTS WITH DISABILITIES: Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at 942-2191. If you need disability accommodations in this class, please see me as soon as possible.

ACADEMIC ADVISING: CMM students meet with a Faculty Advisor on a regular basis. If you have questions about your degree plan, please set up an advising appointment by calling 325-942-2031.

GRADE APPEAL PROCEDURES: As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc.
The internship program provides an off-campus job experience for which the student receives academic credit. The goal of an internship is to give the student supervised practical application of classroom theory and instruction. To receive three hours of academic credit, the student will work a minimum of 100 hours according to a schedule agreed upon by the professional supervisor and the student and submit reports and papers as prescribed by the instructor. The duties assigned the student will parallel as closely as possible those of the full-time professional. If the internship arrangement becomes unsatisfactory, the student may be withdrawn after discussion between the ASU faculty supervisor and the professional supervisor. If the intern withdraws or drops the course for other reasons, university policy on withdrawals will apply in determining procedures followed.

At the end of the semester, the professional supervisor will evaluate the intern on the appropriate form. The faculty supervisor will determine the grade based on the professional evaluation and other departmental criteria.

Indicate acceptance of the above agreement by signing and returning this form to the ASU Department of Communication and Mass Media.

Professional supervisor (printed name) ________________________________

Professional supervisor’s signature ____________________________ Date ____________

Organization__________________________________________ Date ____________

STUDENT INTERN (printed name) ________________________________

Student intern’s signature ____________________________

Semester__________________________________________ Campus ID # ____________

Email address: __________________________________________

Faculty Supervisor__________________________________________ Date ____________

Department Head__________________________________________ Date ____________
The Internship Program

Instructions

Attached to these instructions is a contract for the internship, the professional supervisor’s evaluation and the weekly internship report forms.

Please fill out your portion of the contract and take it to your professional supervisor to have him/her sign it. Return it to your faculty supervisor. This form must also be signed by the department head and the dean. After all have signed, one copy will be returned to you and you will be responsible for returning one copy to the professional supervisor. This paperwork must be completed before you register for the class.

General Procedures

1. In order to participate in an internship, students should be juniors or seniors in good standing with the university, hold a 3.0 GPA on all major coursework, a 2.75 overall GPA, and have completed all coursework required for internship prior to beginning the internship. If all these conditions are not met, the student may appeal to the internship committee through the instructor for special permission. The decision of the internship committee is final.

2. Students may not use full-time or part-time jobs as internships.

3. Students may receive no more than six hours of credit for interning – three hours for Communication 4379 and three hours for Mass Media 4379.

4. Students who take six hours of interning must have two different internships.

5. Students will write papers and have conferences as required by the faculty supervisor.

6. Students are advised to talk with the internship faculty supervisor the semester prior to one in which they plan to intern to determine sustainability of internships.

7. Students will intern 100 hours for three hours of credit.

8. Students may obtain internships through their own contacts, through the internship placements notices on the bulletin boards located on the Library 3rd floor B304 hallways, or on the Communications and Mass Media website at http://www.angelo.edu.dept/cdj/intern.htm.
# Internship Evaluation

**ASU Department of Communication and Mass Media**  
**ASU Station #10895**  
**San Angelo, TX 76909-0895**

Thank you for supervising this student's internship experience. Please return this form by mail to the above address.

Student_________________ Date_________________ Course_________________

Evaluator______________________________

Organization/Business______________________________

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**Please rank the intern on the scale below.**  
1 = outstanding  
2 = very good  
3 = average  
4 = mediocre  
5 = poor  
NA = not applicable

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<tbody>
<tr>
<td>Dependability</td>
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<td>Initiative</td>
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<td>Appearance</td>
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<td>Self-Confidence</td>
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<td>Expressing ideas vocally</td>
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<td>Attitude toward work</td>
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<tr>
<td>Grasp of concept/ideas</td>
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<td>Relating to other workers</td>
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<td>Acceptance and constructive use of criticism</td>
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<td>Ability to organize</td>
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<td>Ability to work independently</td>
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<td>Overall Performance</td>
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1. What do you consider the intern's most significant strengths?

2. How could this intern improve?

3. Hypothetically, if your firm had an opening for a person with the background of this intern, would you hire him/her? If no, why not?

4. What letter grade do you feel this intern should receive?
   
   A___  B___  C___  D___  F___

5. Would you be interested in having another intern for a future semester?
   
   Yes ___   No ___

6. Do you have any suggestions for the improvement of the internship program?
Weekly Internship Report

For Week Ending _______________
Student’s Name _
Supervisor’s Name _
Organization ____________________________________________

Hours Worked:       Sunday       Monday       Tuesday       
       Wednesday       Thursday       Friday       Saturday       

Summarize your thoughts regarding your internship this week. Include duties you have performed, facts, and procedures you have learned, skills you have mastered, and observations you have made.

Professional Supervisor’s Signature .
Student’s Signature _
Date _______________________