Communication/Mass Media Internship
COMM/MM 4379.010
Angelo State University Spring 2020

Instructor: Dr. Herman Howard, Professor of Communication,
Phone: 325-486-6081
Email: herman.howard@angelo.edu
Class Hours: Arranged
Textbook: No text is required

This is an ASU CONNECT! Course, STUDENTS gain enhanced learning by exploring and applying course materials in a hands-on, real world community context.

CONNECT! Program Level Outcome –Community Engagement
Connecting Learning and Engagement – Provides evidence of substantive community engagement experiences, clearly articulates what she/he has learned as a result of engaging with these communities, and the relevance of that learning.

Community Action and Reflection – Demonstrates ability and commitment to complex or multiple community actions; accompanied by reflective insights or analysis about the aims and accomplishments of one’s action.

Description of Course
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. Acquire knowledge (terminology, classifications, methods, trends) in the communication media industry.
2. Apply communication and mass media curriculum in an active professional setting.
3. Demonstrate civic knowledge and responsibility by planning and/or producing

Course Policies

ATTENDANCE: Attendance will be taken in this course. Students are expected to attend all scheduled class meetings for the entire class period (early departures count as absences). Absence 1= letter grade deduction. Absence 2= receive an “F” in the class.

NOTE: The instructor reserves the right to excuse certain absences for students who have official university documentation. All other excuses are NOT open to discussion.
DETAILED STATEMENT:

*Title IX at Angelo State University:*

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, you are encouraged to report any incidents of sexual misconduct directly to ASU’s Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator. You may do so by contacting:

**Michelle Boone, J.D.**  
*Director of Title IX Compliance/Title IX Coordinator*  
Mayer Administration Building, Room 210  
325-942-2022  
michelle.boone@angelo.edu

**You may also file a report online 24/7 at [www.angelo.edu/incident-form](http://www.angelo.edu/incident-form).**

If you are wishing to speak to someone about an incident in confidence you may contact the *University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.*

The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX Compliance utilizing the information above.

For more information about Title IX in general you may visit [www.angelo.edu/title-ix](http://www.angelo.edu/title-ix).
**Course Requirements**

1. Completion of the Internship Contract & Student Activity Release Form
2. Completion of 100 hours (minimum) of supervised work in the organization.
3. Initial Report, that includes a brief description of the facility, list of programs offered by the agency, list of all learning objectives (including those listed on the syllabus and those agree upon by the agency supervisor and university supervisor), and a list of anticipated duties and responsibilities.
4. Completion of Weekly Internship Reports that includes a general description of the intern’s activities since the last report, a narrative describing the connection between these activities and each of the stated learning outcomes, and a self-assessment of professional development accomplished to date.
5. Complete a final comprehensive reflection at the end of the internship. This paper should be a 2-5 page, double spaced report that describes what you did, what you learned and how you will apply it to your future career goals. These reports will not be shared with the organization and should be candid.
6. Submit samples of work done during the internship.

All course documents will be submitted electronically through the university learning management system: https://blackboard.angelo.edu/

**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:

Dr. Herman Howard  
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.

**ASSIGNMENT/GRADE POLICY**

Students will earn a grade a letter grade based on the following:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Applied Experience</td>
<td>90%</td>
</tr>
<tr>
<td>Internship Evaluation</td>
<td>10%</td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td>100%</td>
</tr>
</tbody>
</table>

A=90 and above  
B=80-89  
C=70-79  
D=60-69  
F=59 and below
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/forms/pdf/Honor_Code.pdf

ADA STATEMENT: Request for accommodations may be reviewed on a case-by-case basis, taking into account the essential elements of the academic course and/or the degree being sought. To the extent practical, the faculty and administration will make reasonable accommodations to assist qualified individuals with disabilities meet their degree requirements, consistent with the applicable provisions of Texas statues and the Regents’ RULES AND REGULATIONS. If you wish to have special accommodations made for your studies, please contact the Student Life Office, Room 112 University Center, (325) 942-2191. URL: http://www.angelo.edu/services/student_life/policystatement.html

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.

STUDENT HANDBOOK: The current student handbook is found on the ASU web site under ‘publications’ http://www.angelo.edu/content/files/17187-20122013-student-handbook-for-web

A. Mutual Benefits of University-Community Partnerships

University-community partnerships foster a vital link between the university and the community. It also offers unique benefits to all stakeholders.

- COMMUNITY PARTNERS utilize the disciplinary and scholarly expertise of both students and faculty/staff alike to better meet community needs.
- FACULTY and STAFF discover excellent opportunities to engage in community-based teaching, service, scholarly, and professional activity.
- STUDENTS gain enhanced learning by exploring and applying course materials in a hands-on, real world community context.
- THE UNIVERSITY gains enhanced opportunities to recruit and retain a more diverse population of college students and strengthen community relationships.
- THE ENTIRE COMMUNITY is enhanced and brought closer together by sharing talents and resources to address numerous opportunities and challenges.
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 ______________________________
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. 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 hallways, or on the Communication, and Mass Media website at http://www.angelo.edu/dept/communication-mass-media/student_employment.php
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.

Student’s Signature ______________________________

Date ________________