

## **Communication Internship**

### **COMM 3670 Syllabus**

#### **Introduction**

The communication internship is designed to give you professional experience in your chosen area of study. You should look at it as an opportunity rather than work. You will earn academic credit but will probably not be paid by the organization for which you intern. However, you will be richly rewarded in other ways. The internship should give you:

1. A chance to work with the employer of your dreams.
2. An opportunity to network. You will meet influential leaders in your field who can later guide you and help you reach your goals.
3. Apprentice knowledge. After your internship, you should practice the skills you have learned in the classroom and better understand what would be required in an entry-level job in the field of your study.
4. Possible job offers. Either in your internship company or through the influence of those you meet, you may well find your first career job.

The internship will count for 1 or 2 hours of academic credit, based on your needs. The requirements for the internship are the same, whether you take it for 1 or 2 hours.

If you are on academic probation, the department may allow you to enroll in the internship.

The requirements to complete your internship are listed below. *All of the requirements must be met in order to earn a passing grade in the internship class.*

#### **Catalog Description**

The internship, supervised in a commercial or educational setting, provides opportunity for observation and practice of fundamentals in a professional setting. The internship must be approved by the department chair before the student begins working. The student's grade will be based on criteria including successful completion of the internship's required hours, the internship supervisor's evaluation of the student, and the student's reflection paper. A total of 6 hours may be earned in the combined total of the courses.

#### **Outline of Responsibilities**

1. Responsibilities of the student:
  - Request help from your faculty adviser.
  - Choose and pursue an internship outlet. The internship should have a full-time supervisor who functions in a communication role.

- Complete and submit the Internship Pre-Approval Form to the Department of Communication office *after* having it signed by your adviser and supervisor. The department's administrative assistant will enroll you in the internship class. You must submit the pre-approval form and be enrolled in the internship BEFORE you start working the internship. Academic credit for internships will not be given retroactively.
- Work the internship (240 hours are required)
- Write a thank-you letter to the company at completion of internship.
- Deliver the Internship Evaluation Form to your immediate internship supervisor. Your supervisor should complete the evaluation form and return it to the Department of Communication either via email [communication@harding.edu](mailto:communication@harding.edu), fax 501-279-4065, **or** Department of Communication Harding University Box 10765 Searcy, AR 72149.
- Write internship paper following guidelines listed in this packet.
- Submit completed internship credit form on Canvas.
- Submit your internship paper on Canvas.
- Schedule a debriefing meeting with your adviser.

2. Responsibilities of the Faculty Adviser:

- Provide intern with information.
- Advise intern with suggestions and answers to questions.
- Read internship paper and supervisor's evaluation.
- Hold a debriefing meeting scheduled by the student and recommend a grade on the debriefing form.
- Send paper and credit form to the Department of Communication office.

3. Responsibilities of the Department/Instructor:

- Provide internship packet and forms online and in Canvas.
- Provide access to a database of internship locations where students of the Department of Communication have worked.
- Prepare folder for internship student records. (At completion, a student folder will include the pre-approval form and adviser's debriefing form.)
- Send letter to companies that officially request internship/documentation.
- After completion, course instructor submits final grade to the registrar.

## **Performance Requirements**

The Department of Communication expects you to represent Harding well. Please consider the following:

### **Your work (Time management)**

For the actual internship, you must complete at least 240 hours of work with your assigned organization. These hours are usually completed during the summer but may be taken during any academic session. The 240 hours may be accrued with any schedule that is agreed to with your internship organization. For example, you could work 40 hours for 6 weeks, 30 hours for 8 weeks, or 20 hours for 12 weeks. Please keep in mind the requirements of your supervisor.

You are to treat this internship as you would any employment. Follow the working rules of the company and be prompt with your scheduling. If you are to arrive at 9 a.m., don't come in at 9:15. Similarly don't be a "clock watcher." Remember, the hours you work are for your benefit – the more hours, the more benefit.

Do everything within your power to learn every aspect of the business. Ask for extra work; seek other areas of service; knock on your supervisor's door and keep him or her apprised of your growth. Make every moment count. Try to avoid the mundane by looking for growth experiences. Look for work. You will be repaid tenfold. Talk to people who are in a position to help you find the job you are looking for. If you want a job with the internship organization, say so. Many interns find work with the company where they interned.

### **The Paper**

Don't look at it as a term paper to be dreaded. Rather, it should be a recounting of the experiences you've had in the Department of Communication and with the internship organization. We value your open comments and use them as an assessment tool to help us improve. This paper is to be submitted on Canvas at least one week before the last day of the semester in which you are enrolled. If you are still fulfilling the requirements of your internship at this time, you must communicate with your adviser or the department's administrative assistant.

Your paper should represent the work of a college senior who has taken English and writing classes. It should be grammatically correct and neat in appearance. It should be about 5-6 pages in length (12-point normal type face). Keep a daily log of your experiences and you will easily be able to recall your experiences for the paper.

The paper should include the following five parts:

1. Describe the work performed during the internship.
2. Evaluate the practical knowledge and experience gained during the internship, using specific examples.
3. Evaluate the adequacy or inadequacy of the Department's program at Harding to prepare you for the internship.

4. Evaluate the way Harding has or has not prepared you for your future career.
5. Provide a general reaction and suggestions about the internship program.

### **Grading**

The written assignments and forms should be submitted to Canvas. Grading rubrics are included on Canvas. All assignments must be completed in order for the student to receive a passing grade. Your internship grade will be based on the completion and/or timely submission of the following assignments.

1. 100 points – 5 to 6 page paper reflecting on your internship experience.
2. 10 points – Schedule and attend a debriefing meeting with your advisor.
3. 200 points – Internship supervisor evaluation and record of 240 hours of the internship
4. 40 points – Submission of credit form

### **Academic Integrity**

Honesty and integrity are characteristics consistent with Christian faith and practice. Dishonesty will result in sanctions up to and including dismissal from the course with a failing grade.

### **Assessment**

Harding University, since its charter in 1924, has been strongly committed to providing the best resources and environment for the teaching-learning process. The board, administration, faculty and staff are wholeheartedly committed to full compliance with all Criteria of Accreditation of the Higher Learning Commission as well as standards of many discipline- specific specialty accrediting agencies. The university values continuous, rigorous assessment at every level for its potential to improve student learning and achievement and for its centrality in fulfilling the stated mission of Harding. Thus, a comprehensive assessment program has been developed that includes both the academic units and the administrative and educational support units. Course-specific student learning outcomes contribute to student achievement of program-specific learning outcomes that support student achievement of holistic university learning outcomes. All academic units design annual assessment plans centered on measuring student achievement of program learning outcomes used to sequentially improve teaching and learning processes. Additionally, a holistic assessment of student achievement of university learning outcomes is coordinated by the university Director of Assessment used to spur continuous improvement of teaching and learning.

### **Students with Disabilities**

It is the policy for Harding University to accommodate students with disabilities, pursuant to federal and state law. Therefore, any student with a documented disability condition (e.g. physical, learning or psychological) who needs to arrange reasonable accommodations must contact the instructor and the Office of Disability Services and Educational Access at the beginning of each semester. If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Office of Disability Services and Educational Access as soon as possible in order to get academic accommodations in place for the remainder of the semester. The Office of Student Disabilities and Educational Access is located in Room 226 in the Student Center, telephone, (501) 279-4019.

# HARDING

## Internship Pre-Approval Form

Submit to the **Department's** Office by the beginning of the internship term (*June 1st for summer internships*)

Your Name: \_\_\_\_\_  
H Number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Instructor: \_\_\_\_\_  
Semester & Year Enrolled: \_\_\_\_\_

CRN: \_\_\_\_\_  
Course Subject & Number: \_\_\_\_\_  
Course Title: \_\_\_\_\_  
Credit Hours: \_\_\_\_\_  
Internship Start Date: *(mm/dd/year)* \_\_\_\_\_  
Internship End Date: *(mm/dd/year)* \_\_\_\_\_

### Internship Details

Sponsoring Business or Organization: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
On-site Supervisor & Title: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Description of position, expected responsibilities, and mandatory academic criteria:

### Internship Authorization

► **On-site Supervisor:** By signing, I agree to supervise and evaluate the student named above during the stated internship period. Note: The internship requires that the student complete 240 hours of work.

On-site Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

► **Adviser:** By signing, **(1)** I certify that this student meets our departmental/college prerequisites, **(2)** I will be responsible for the administrative duties regarding this internship.

Adviser's Signature \_\_\_\_\_ Date \_\_\_\_\_

► **Dean or Department Chair:** By signing, I approve this internship according to the terms stated above.

Dean or Department Chair's Signature \_\_\_\_\_ Date \_\_\_\_\_

► **Student:** By signing, I agree to meet the terms of this internship, as stated above.

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**YES**  **NO** I use federal loans to pay tuition and request that summer internship tuition charges be delayed until the fall semester when those federal funds are available.

**YES**  **NO** I am a National Merit or Trustee Scholar.



## Internship Evaluation Form

Please return this form to [communication@harding.edu](mailto:communication@harding.edu)

Student's Name: \_\_\_\_\_

Internship Start Date: *(mm/dd/year)* \_\_\_\_\_

H Number: \_\_\_\_\_

Internship End Date: *(mm/dd/year)* \_\_\_\_\_

Sponsoring Business or Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

On-site Supervisor & Title: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

### Instructions

Frequent performance reviews are encouraged throughout the internship period. This form is intended to be completed by the on-site supervisor near the end of the term and should be discussed with the intern. It is the student's responsibility to ensure that the completed form is returned to the appropriate faculty member in a timely manner. Please attach additional documentation if required.

### Skills

**Check the appropriate response**

1. Possesses necessary technical knowledge and skill

2. Adapts to change work assignments and situations

3. Able to cooperate and work with other people

Exceeds Standards	Meets Standards	Needs Improvement	Below Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the student's skills: (strengths or weaknesses)

### Performance

**Check the appropriate response**

4. Listens and carries out instructions

5. Works effectively without close supervision

6. Meets deadlines and schedules

7. Produces acceptable *quality* of work

8. Produces acceptable *quantity* of work

9. Demonstrates ability to make decisions appropriate help

10. Shows problem-solving ability

Exceeds Standards	Meets Standards	Needs Improvement	Below Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the student's performance: (strengths or weaknesses)

## Internship Evaluation Form

Please return this form to [communication@harding.edu](mailto:communication@harding.edu)

### Attitude

#### Check the appropriate response

11. Accepts responsibility and is a self-starter

12. Exhibits interest and enthusiasm about job

13. Maintains appropriate dress and grooming habits

14. Maintains good attendance

15. Adheres to organizational regulations

Exceeds Standards	Meets Standards	Needs Improvement	Below Standards
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please comment on the student's attitude: (strengths or weaknesses)

### Additional comments

### On-site supervisor's overall evaluation of student's performance (please check one)

- Exceptional Performance. Student exceeded all expectations.
- Very Good Performance. Student performed as well as or better than expected.
- Average Performance. Student performed satisfactorily, though some improvement is needed in one or several areas.
- Marginal Performance. Student requires substantial improvement in one or several key areas.
- YES**  **NO** The internship evaluation has been discussed with the student. (recommended)
- YES**  **NO** The student completed 240 hours.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (please print)



# Internship Credit Form

(Submit this form with internship paper on Canvas)

Student \_\_\_\_\_

H# \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Email \_\_\_\_\_

Major \_\_\_\_\_

Faculty advisor \_\_\_\_\_

Intern organization \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Was this a paid position?      Yes      No

Do you recommend this internship to other students?      Yes      No

Dates/ hours of internship \_\_\_\_\_

Type of work experience gained

Supervisor evaluation received

Internship paper completed

Debriefing has been completed

Copy of evaluation for assessment purposes

Internship grade

Faculty Adviser Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Advisor: After assigning a grade, please return this form with the completed internship paper to the department secretary for filing.