

**Department of Communication  
COMM 499-01: Internship  
Syllabus – Fall 2014 Semester**

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**Internship Overview**

Connect your theoretical knowledge to real world application by participating in an internship. You can earn 1-6 credit hours for an internship and also build your resume, gain valuable work experience and form a network of contacts in your desired field. Internships in college have been linked to positive outcomes such as greater confidence in career decision-making, (Brooks, Cornelius, Greenfield & Joseph, 1995), the acquisition of new job relevant skills (Garavan & Murphy, 2001), a reduction in the reality shock of full-time employment (Paulson & Baker, 1999), improved ability to secure a job (Callanan & Benzing, 2004), and higher job satisfaction (Gault & Schlager, 2000). *An internship is a requirement for graduation within our Communication major.*

**When should I do an internship?:** Ideal Recommendations for Internship Timing:

- Sophomore Year: Take COMM 223: Professional and Organizational Communication
- Summer Before Junior Year or Junior Year: Complete an internship (not for credit hours)
- Summer Before Senior Year **and** during Senior yr.: Complete the required internship(s) for credit

**Maryville's Approach to Internships:**

Sweitzer and King (2004) assert that the internship is a learning experience like no other and that the raw material of an internship is experience. However, the internship is not just an intellectual learning experience; it is also a human emotional learning experience. Relationships are the medium and the context through which intellectual learning and emotional growth take place. Yet, Kolb (1984) suggests that experience does not automatically yield growth or learning. Experiences need to be processed and organized through structured and reflective thinking, writing, and dialogue. This course seeks to provide the structure for your internship experience as you think, write, and talk your way through your internship experience.

**Communication Program Policies for COMM 499:**

- All students must secure their own internship appointment. Program newsletters, job postings on our @MaryvilleComm Twitter page, and the [Resource Guide for Finding an Internship](#) are good places to begin your search.
- Starting in the Fall 2013, internships that count for COMM 499 credit CANNOT be done for a family member or a family business.
- You can only take up to 6 hours of internship credit total towards your degree.

**How can I find an internship?** Students are responsible for finding their own internships, though we provide several resources to help.

- Take COMM 223: Professional and Organizational Communication before any internship to learn more about professional communication.
- Review UGAB each week for opportunities

- Check Maryville's [Career Connections](#) for internship opportunities
- Review the [Resource Guide for Internship Hunting](#) on the Communication blog

### **Course Description:**

This course is designed to assist students in succeeding at an internship in the communication field. During this course, students will learn about, react to and write about their internship experiences. COMM 499 is designed to integrate basic communication theories and concepts presented in the required communication core courses and in track-specific courses with the student's internship work experience. Through reflection, the required written assignments, discussions, meetings, and assessments, students will draw connections, using application and analysis, between their coursework and their world of work at the internship site. The main goal is for students to use their internship experiences to construct and articulate new understandings of key communication concepts and theories.

### **Course Registration:**

Register for COMM 499-01 for the correct number of credit hours (see work hours below to determine the correct number of credit hours. This is a variable credit hours, so the default in the registration system is 1 credit hour. Most students take their internship for 3 credit hours (which equals 135 hours of work). Students can take any number of hours from 1-6. The total number of credit hours a student can earn through internship is 6 credit hours towards their degree.

### **Course Goals / Objectives:**

This class is designed to provide students with the full experience of successfully completing an internship. In addition to successfully performing tasks as assigned at the internship site, there are additional specific learning objectives relevant to the internship work experience and to communication concepts and theories and to experiential learning.

### **Internship-related goals/objectives:**

1. Learn the key skills and competencies required by the internship organization.
2. Learn about the core business of the internship organization.
3. Learn how the internship organization measures its success.
4. Understand the internship organization's hierarchy.
5. Understand the internship organization's policies and procedures.
6. Understand how organizational employees at the internship organization communicate both internally and externally.

### **Communication-related goals/objectives:**

1. Reflect on how personal learning goals may change throughout the various stages of the internship experience.
2. Understand the similarities and differences in the background and career paths of various communication professionals.
3. Reflect on personal and academic development, communication and interpersonal relationship skills as they pertain to the internship experience.
4. Identify, make connections, analyze, and apply communication concepts and theories from required coursework to experiences at the internship site.

## **Assignments**

### **Assignments Due Prior to First Day at Internship**

- I. **Application:** Due in hard copy or via scan to Dr. Dohrman's office/e-mail with signatures by the first Friday of the semester.

The application is available as the last page of this document. Print the form, fill it out, and submit it as a PDF or as a hard copy or via scan to Dr. Dohrman's e-mail or office (Reid 3311).

- II. **Goals Statement:** Due to CANVAS Dropbox or via e-mail before the internship begins.

A two-page (double spaced), statement that addresses the following topics:

- The marketable skills and knowledge you hope to gain from the internship
- The contributions you expect to make
- The relationships and networks you want to establish
- The effect this position might have in choosing future courses and/or internships

### **Assignments During Each Week of the Internship:**

- III. **Work Towards Fulfilling Required Work Hours at the Internship Equivalent to the Number of Credit Hours**

45 work hours = 1 credit      90 work hours = 2 credits      135 work hours = 3 credits

180 work hours = 4 credits      225 work hours = 5 credits      270 work hours = 6 credits

**NOTE: The maximum number of COMM 499 credit hours you can do towards your degree cumulatively is 6 hours.**

- IV. **Complete Weekly Internship Reports:** Due every Friday\* by 11:59pm (\*Once your work hours are complete, you may stop doing your weekly reports and complete the three final assignments.)

Each week the student must fill out the online Weekly Internship Report weekly. The weekly reports will begin on the first week of your internship with the report due by Friday evening of each week and will continue every week until the hours you need for academic credit are completed. The report should be submitted using [this online form](https://maryville.qualtrics.com/SE/?SID=SV_0iTIvt8undnZ2T3) (Link to: [https://maryville.qualtrics.com/SE/?SID=SV\\_0iTIvt8undnZ2T3](https://maryville.qualtrics.com/SE/?SID=SV_0iTIvt8undnZ2T3))

### **Assignments to Complete in Final Week of the Internship**

- V. **Final Reflection Paper:** Due to CANVAS or via e-mail on Friday of the Last Week of Semester

This assignment includes a 5-6 page, double-spaced, typewritten, formal paper reflecting on the internship experience and the student's progress on attaining his/her stated goals and objectives. The report should include the following:

- Insights the student gained from the experience.
- Description of a significant project or the overall work experience and how it contributed to the internship organization, industry, or enterprise as well as to the student's professional and personal development.
- Connections to communication theories and practices learned in other communication courses (be specific- identify specific theories and specific courses).

- What is next for your academic and professional development? What did you learn that will help you move forward to your next step?

VI. **Blog Post:** Due to CANVAS or via e-mail on the Monday of the Last Day of the Semester

Write a 2-3 paragraph blog post upload it to CANVAS for Dr. Dohrman to post on the Communication Program's blog. The post should introduce your internship to future students along with an explanation of the tasks you completed and two positive things about the internship.

This post must include the following:

- A Catchy Title
- Three embedded links
- At least one photo (preferably of you working at your internship in some capacity)
- A list of tags/keywords for the post
- A piece of advice for other students looking for internships.

Remember that excellent blogs often include bulleted lists, short paragraphs, or other mechanisms to make the blog post readable.

VII. **Intern Evaluation Form:** Due on Friday of Last Week of Class

One week before classes end, please contact your supervisor and send them [this link](#) where they can fill out an evaluation of your work as their intern. (Link to: [https://maryville.qualtrics.com/SE/?SID=SV\\_5dmVprxC50QGhzn](https://maryville.qualtrics.com/SE/?SID=SV_5dmVprxC50QGhzn))

### Grading Criteria

This is a pass/fail course. Students who complete all assignments with high standards pass.

### University Policies

*Academic Support Statement:* The Center for Academic Success and First-Year Experience provides assistance and support for all students. Services include peer tutoring, individual consultation to assist students with achieving their academic goals, study skills materials, Writing Studio, and accommodations for students with documented disabilities. The Center is located on the main floor of the University Library. Writing and math tutors are also available on a regular basis. Call [314-529-9228](tel:314-529-9228) or email [peertutors@maryville.edu](mailto:peertutors@maryville.edu) for more information.

*Academic Integrity Policy:* Because Maryville values academic integrity both in the character of our students and in the reputation of the university, thus, all instances of academic dishonesty are addressed with consequences. The consequences range from a failing grade on a test or an assignment to suspension or expulsion from the university.

*Accommodations for Students with Disabilities:* We provide accommodations and support for students with documented disabilities as defined by the Americans with Disabilities Act. If you have a documented disability and wish to discuss academic accommodations, please contact the Center for Academic Success & First-Year Experience, as soon as possible by phone at [314-529-9374](tel:314-529-9374) or by email at [academictesting@maryville.edu](mailto:academictesting@maryville.edu).

**NOTE: This syllabus is subject to change at the discretion of the instructor to accommodate instructional and/or student needs.**

Course Title: \_\_\_\_\_ Internship \_\_\_\_\_

Number of Credit Hours: \_\_\_\_\_ 1-6 \_\_\_\_\_

**Learning Outcomes:** *Place learning outcomes statement here:*

1. Learn the key skills and competencies required by the internship organization.
2. Learn about the core business of the internship organization.
3. Learn how the internship organization measures its success.
4. Understand the internship organization's hierarchy.
5. Understand the internship organization's policies and procedures.
6. Understand how organizational employees at the internship organization communicate both internally and externally.

*The following table summarizes the minimum clock hour estimates for this course in compliance with Maryville University credit hour policy and Federal Guidelines (34 CFR Section 668.8).*

**Note:** *The hours presented in the table below provide estimates for the average time required for completion of course components. Students may require additional time to successfully master topics, complete projects or to comprehend required readings. Completing the times listed below does not guarantee a specific level of success in the course.*

| <b>Hours of Instruction<sup>1</sup></b>                                     | <b>Clock Hours</b>                     |
|---|--|
| Classroom   | 0                                      |
| Labs  | 0                                      |
| Studio  | 0                                      |
| Field Experience (Clinical, Practicum)                                      | 45 (1 credit hour)-270 (6 credit hour) |
| <b>Subtotal</b>   | 45-270                                 |
| <b>Hours of Student Work Outside of Class<sup>2</sup></b>                   |  |
| Required Discussions/Conferences/Field                                      | 0                                      |
| Classroom Preparation<br>(Readings/Practice/Assignments/Tutorials/Problems) | 10                                     |
| Quiz Study, Exam Study and Take Home Exams                                  | 0                                      |
| Projects (Research/Papers/Presentations)                                    | 10                                     |
| <b>Subtotal</b>   | 20                                     |
| <b>Total</b>  | 65-290                                 |

<sup>1</sup> Minimum requirements for 1 credit hour are defined as 15 hours of in-class instruction accompanying a minimum of 30 hours of out-of-class preparation. An equivalent amount of work may substitute the 15 in-class and 30 out-of-class minimum hours for other academic activities as established by the institution (this could include laboratories, studio work, practica, clinicals or other academic work leading to the award of credit hours). Hours listed may exceed minimum requirements.

preparation per 1 credit  
that deviate from this  
particular pedagogical  
equivalent work requirement as specified in note 1 above.



<sup>2</sup> 30 hours of out-of-class

hour is typical. Courses  
minimum due to  
needs must meet the

DEPARTMENT OF COMMUNICATION  
APPLICATION FOR COMM 499-01 INTERNSHIP

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

GPA: \_\_\_\_\_ Adviser: \_\_\_\_\_ Expected Graduation Date: \_\_\_\_\_

Internship Organization Name: \_\_\_\_\_

Semester/year you are earning Internship credit? \_\_\_\_\_

Number of Internship Credit Hours This Semester (Please circle):

45 work hours = 1 credit      90 work hours = 2 credits      135 work hours = 3 credits

180 work hours = 4 credits      225 work hours = 5 credits      270 work hours = 6 credits

Will you allow Maryville University to publicize your name and the company where you interned on the Communication program website and blog?    Yes      No (circle one)

Name & Title of the Internship Organizational Supervisor:

\_\_\_\_\_

Supervisor's E-mail Address:

\_\_\_\_\_

Internship Roles and Responsibilities:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

Weekly Schedule (days/times): \_\_\_\_\_ Salary/Stipend: \_\_\_\_\_

As participants in this agreement, we agree to the terms laid out in this contract.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Organizational Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_