

COMM 490

Communication Studies Internship

Some of the policies relating to this course are governed by the College of Fine Arts and Communication and Towson University

Course Description (Towson Catalog)

Practical field experiences. Under faculty supervision, the student works as an intern with a working professional in some field of communication. May be repeated for a maximum of 6 credits. Graded S/U.

Prerequisites: sophomore, junior, or senior standing; consent of the department and in good academic standing.

Approval Criteria for Internship in Communication Studies

The Communication Studies Faculty Supervisors at Towson University use the following criteria when evaluating student internships for academic credits:

1. The internship should involve work that allows students to extend communication studies skills and knowledge they acquired from relevant classes.
2. The internship should allow continuous learning and development of new skills appropriate for communication studies.
3. The internship should involve frequent face-to-face interactions with the supervisor(s) at the internship site.
4. The internship supervisor should hold professional credentials in the area for which the internship is created (e.g., a minimum of three years of work experience in the specified area).
5. The internship should help students build their portfolio, if possible.
6. The student acknowledges TU students are guided by the Code of Student Conduct and Title IX (TU's policy on sexual misconduct), linked below.
7. Students are not permitted to intern for businesses/organizations owned and/or operated by their families.
8. Students are not permitted to earn academic credits for a job they already hold at an organization.
9. Students are not permitted to earn additional academic credits when they repeat a similar internship from the same organization.

Student Responsibilities & Assignments

Learning Plan Due Be sure to complete the learning plan with your site supervisor, have him/her/them sign it, and return to me.

Midterm Evaluation Be sure to give your midterm evaluation to your site supervisor at least two weeks prior to this due date to give them/her/him time to fill it out. Site supervisors are encouraged to attach a brief letter detailing your progress.

Final Evaluation Be sure to give your final evaluation to your site supervisor at least two weeks prior to this due date to give her/them/him time to fill it out. Site supervisors are encouraged to attach a brief letter detailing your progress.

Final Reflection Paper Final reflection papers should be 5-7 pages in length, 12 pt. font, double-spaced, with 1-inch margins. Papers must reflect on the following questions:

- What is the biggest professional, career-ready “take-away” from this experience?
- What communication studies skills were you able to apply during the internship?
- What new communication studies skills did you learn during the internship?
- Did you encounter any day-to-day challenges? How did you handle those challenges?
- Would you recommend this internship site to other students?
- How do you think this internship will help you achieve your professional goals?
- Have you landed a position within the field? Within the organization with which you are interning?

Work Log/Hours Form This form must be signed by your site supervisor and must reflect the agreed upon hours for academic credit earning.

Poster Presentation Event Students will present a poster presentation which details their internship experience. The poster must articulate how the internship contributed to the student’s communication studies education. More details on Blackboard.

Assignment & Forms

Assignments & forms are always due to my office in hard copy format, unless other advance permission is granted. Students may drop off forms and assignments at my office, in my dropbox (office door), or with the main office (if open). If you need to make arrangements to submit a form or an assignment digitally over email, please plan for this accommodation in advance. **Late assignments** will **not** be accepted. This experiential learning internship gives students the opportunity to practice their career-ready skills. Completing work in a timely and dependable manner is at the heart of this task. Failure to turn in assignments on time will result in a “U” (unsatisfactory) for the course and a failure to earn your enrolled academic credits.

Plagiarism, Cheating, and Academic Dishonesty: All student work including assignments, presentations, and tests must adhere to the university’s Student Academic Integrity Policy <http://towson.edu/studentaffairs/policies/>. The policy addresses such academic integrity issues as plagiarism, fabrication, falsification, cheating, complicity in dishonesty, abuse of academic materials, and multiple submissions. See the last page of this syllabus for the department’s policy concerning plagiarism and cheating. Penalties to violation of academic integrity ranges from a “0” for the assignment to F for the course, in addition to a report filed in the Office of Student Conduct and Civility Education.

Sexual Misconduct & Title IX

Towson University is committed to ensuring a safe, productive learning environment on our campus that does not tolerate sexual misconduct, including harassment, stalking, sexual assault, sexual exploitation, or intimate partner violence [Policy 06.01.60]. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to a member of university administration, faculty, or staff. Please keep in mind we have an obligation to report the incident to the Title IX Coordinator. The information shared will be kept private/ Alternatively, if you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the TU Counseling Center 410-704-2512 to schedule an appointment, and locally within the community at TurnAround, Inc., 443-279-0379 (24-hour hotline) or 410-377-8111 to schedule an appointment. For more information, please consult TU policies at <http://towson.edu/titleix>

Access

If you are a student with a disability and believe you may need accommodations for this course, please notify me with a memo from Accessibility & Disability Services (ADS). Since accommodations are not retroactive, it is strongly recommended that you provide me with notification as early as possible in the term. To register with ADS, or if you have questions about accessibility, contact Accessibility & Disability Services at 410-704-2638, or visit the ADS office in the Administration Building, Room 232.

Emergencies Statement

In the event of a University-wide emergency, course requirements deadlines and grading schemes are subject to changes that may include alternative delivery methods, alternative methods of interaction with the instructor, class materials, and/or classmates, a revised attendance policy, and a revised semester calendar and/or grading scheme. In the case of a University-wide emergency, please check for an email from me and/or consult the Blackboard page for this course for further instructions related to proceeding with the course.

Civility Code

COFAC places a priority on learning. We value the inherent worth and dignity of every person, thereby fostering a community of mutual respect. Students have the right to a learning environment free of disruptive behaviors and offensive comments. Faculty have the right to define appropriate behavioral expectations in the classroom and expect students to abide by them. Faculty have the responsibility to manage and address classroom disruption. Staff have the right and responsibility to define appropriate behaviors necessary to conduct any university activity free of disruption or obstruction.

We believe that in order to achieve these ideals, all COFAC students, staff, and faculty are expected to exhibit and practice civil behaviors that exemplify: (1) respecting faculty, staff, fellow students, guests, and all university property, policies, rules and regulations; (2) taking responsibility for one's choices, actions and comments; (3) delivering correspondence – whether verbal, nonverbal, written, or electronic – with respectful language using professional writing standards and etiquette; and (4) accepting consequences of one's choices and actions. The use of offensive, threatening or abusive language, writing, or behavior will not be tolerated and can lead to academic dismissal. Further information about civility can be found in Appendix F of the university catalog.

Liability Statement

In all assignments, students must comply with all laws and the legal rights of others (e.g. copyright, obscenity, privacy, and defamation) and with all Towson University policies (e.g. academic honesty). Towson University is not liable or responsible for the content of any student assignments, regardless of where they are posted.

Weapons Policy

To promote a safe and secure campus, Towson University prohibits the possession or control of any weapon while on university property. See the university policy at <http://www.towson.edu/studentaffairs/policies>

Repeating the Course

A student may not attempt this course for the third time without prior permission from the Academic Standards Committee.

University Resources

Academic Achievement Center: <http://www.towson.edu/aac>

Academic Advising Center: <http://www.towson.edu/academicadvising>

University Counseling Center: <http://www.towson.edu/counseling>

Disability Support Services: <http://www.towson.edu/dss>

Cook Library: <http://cooklibrary.towson.edu>

Public Communication Center: <https://www.towson.edu/cofac/centers/public-communication.html>

Technology Help

Student Computing Center: <http://www.towson.edu/scs>

Office of Technology Services <http://www.towson.edu/adminfinance/ots/traingdoc/selfhelpdoc.asp>



Dear Internship Site Supervisor,

We are thrilled you have hired one of our Towson University Communication Studies students to intern at your business/organization! Our departmental standard asks students to follow a simple equation –

40 hours of labor = 1 credit.

Typically, students pursue a 3-credit internship during a given semester. In those instances, the student would seek to clock a minimum of 120 hours at your business/organization working toward their academic credit.

The student must communicate their hour/credit needs with you at the start of the internship. In addition to logging their hours, students will also complete three additional tasks to earn academic credit. First, they will complete a short learning plan with you to set the agenda for the experience. Second, the student will pass along midterm and final evaluation forms to you. Once complete, it is the student's responsibility to return those forms to their faculty supervisor. Third, under your guidance, the student will track their work hours and log their hours on the provided form. Once signed by you, the student will return the form their faculty supervisor. Finally, at the end of the semester, students will produce a presentation and reflection paper at the culmination of the experience. Students are responsible for all deadlines and we look forward to inviting you to their poster presentation.

Here in the Department of Communication Studies, we are thrilled to partner with you, and we look forward to a successful semester. If you ever have any questions about the process, or the student, please don't hesitate to contact our department. You can also find more information about our process at:

<https://www.towson.edu/cofac/departments/communication-studies/resources/career-support/registration.html> and more information about our department at: <https://www.towson.edu/cofac/departments/communication-studies/>.

EMPLOYER/SITE SUPERVISOR RESPONSIBILITIES CHECKLIST

- ☐ Identify internship responsibilities and projects and complete a learning/work plan with your student
- ☐ Identify a working space and appropriate tools/technology for the position
- ☐ Consider offering a competitive wage, salary or stipend
- ☐ Create a schedule for ideal internship dates and develop content for orientation/ training sessions (if applicable)
- ☐ Draft a position description
- ☐ Develop a schedule for duty days (work with intern's academic schedule)
- ☐ Discuss and identify, with intern, goals and learning outcomes for the internship
- ☐ Sign necessary forms through academic department (intern is responsible for bringing these to the employer)
- ☐ Develop a timeline for reflective evaluation and feedback
- ☐ Throughout the internship, offer intern mentoring and growth opportunities
 - Networking events
 - Meetings with colleagues
 - Insight into typical industry career paths
- ☐ Sign appropriate evaluation forms at the internship's conclusion
- ☐ Consider the intern for future full-time hiring needs
- ☐ Reflect on future site and supervision improvements

MEMORANDUM

TO: All Students in the Department Of Communication Studies
FROM: Department Faculty
SUBJECT: PLAGIARISM AND CHEATING

Plagiarism

The Department of Communication Studies announce the following policy regarding plagiarism:

1. Any words or images quoted directly from a source must be footnoted and in quotation marks. Similarly, in oral presentations, attributions must be clear.
2. Any ideas or examples derived from a source that are not in the public domain or of general knowledge must be clearly attributed.
3. Any paraphrasing or rephrasing of the words and/or ideas of a source must be footnoted. In oral presentations, attributions must be clear.
4. All papers and presentations must be the student's own work. Papers or presentations authored by others even with their consent constitutes plagiarism unless such authorship is made to the instructor.

Any student found plagiarizing in any of the above ways will receive an automatic "F" for the assignment and may receive an "F" for the course.

In compliance with Towson University's policy on students' academic integrity, documented evidence of the plagiarism will be reported to the Office of Student Conduct and Civility Education, and a copy will be kept in the department.

https://www.towson.edu/provost/academicresources/documents/03_01_00_student_academic_integrity_policy.pdf

Last, any student discovered soliciting others to write a paper, speech, test, or other assignment for that student will receive an automatic "F" for the course.

There are ambiguities in concepts of plagiarism. Each instructor will be available for consultation regarding any confusion a student may have.

Most students are careful to avoid blatant plagiarism, the unacknowledged copying of exact words of the source. However, students must also be aware that the concept of plagiarism extends not only to wording but to patterns or sequences of ideas. If you paraphrase a section from a book without acknowledgement, using the same sequence or structure as the original author, then you are plagiarizing.

Cheating

The Department of Communication Studies has adopted the following policy regarding cheating:

ANY STUDENT CAUGHT CHEATING ON ANY QUIZ OR EXAM WILL RECEIVE A MINIMUM OF AN "F" ON THE QUIZ OR TEST AND A MAXIMUM OF AN "F" FOR THE COURSE.