

2015

COMM 398 498 Communication Internship

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Course Syllabus

COMM 398 & COMM 498

Communication Internship

Xavier University

PLEASE CAREFULLY READ THE COMPLETE SYLLABUS

Professor & Internship Coordinator: Leslie Rasmussen, PhD

Office: 513-745-3475

Office Location: Schott Hall, 307B

Email: Canvas (preferred) or RasmussenL@xavier.edu

Office Hours: Monday & Wednesday, 12 p.m. to 2 p.m., or by appointment

Congratulations on securing an internship! The internship course is designed to engage students in practical application of coursework in a real world setting. Student learning objectives will vary by individual internships. In addition to working with an employer, students will also complete course assignments in order to receive credit. I encourage you to stop by office at any time to discuss your internship. If you have questions or concerns, please contact me.

Work Requirements for COMM 398 & 498: 120 work hours over the course of the enrolled semester to earn 3 academic credit hours.

Textbook: There is **no** textbook. However, I recommend reading ***Linchpin: Are You Indispensable?*** (ISBN: 978-1-59184-316-0) by Seth Godin. It is an excellent resource for people leaving college and entering full-time employment.

Students with Disabilities: Any student who feels s/he may need an accommodation based on the impact of a documented disability should contact the Learning Assistance Center at 513-745-3280 on the Fifth Floor of the Conaton Learning Commons, Room 514, to coordinate reasonable accommodations.

COURSE ASSIGNMENTS

Turning in Assignments: Late work will be **not** accepted. Assignments and thorough instructions are listed in Canvas. All assignments will be submitted in Canvas, with the exception of the final portfolio.

Some assignments can be completed ahead of time (ex. Learning objectives) and are very short. Review the assignments at the start of the semester and plan accordingly.

For all the assignments please use your name as it appears in the XU system. Please make sure that your supervisor is aware of your name as it appears in the XU system when they fill out your evaluations.

Assignments Include:

- Master Agreement
- Contact Information Sheet
- Learning Objectives
- Weekly Reports
- Final Portfolio
- Final Report
- Final Evaluation (completed by employer)
- *A midpoint evaluation may be requested*

See Canvas for detailed assignment descriptions and due dates.

GRADING POLICY

The communication internship is PASS/FAIL. That means that there is no room for error. If you do not complete a required assignment on time, you may not pass the course. **If you miss an assignment please see me immediately (within 5 days of the due date) and we may be able to work out a way for you to still pass, but this is completely up to my discretion. If you miss three assignments you will not receive credit. You MUST submit the Final Paper and Portfolio in order to receive**

credit.

STANDARDS OF PROFESSIONALISM

Remember to conduct yourself with the highest standard of professionalism. You are representing yourself and Xavier University.

Social Media: All social media use is transparent and accessible by employers unless privacy settings are established. With that in mind, all communication especially during an internship should be conducted in a professional manner without the informalities common on some social media sites. The intern should also request to see if there is a social media use policy already set by the organization for purposes of compliance. Regarding personal social media accounts, it is always best to err on the side of caution, so do not post content about the company/organization you are working with.

Dress & Appearance: Students should dress professionally in accordance with the standards set by the internship site. It is better to be overdressed than underdressed!

Etiquette: Just as in any professional setting, there is a standard of behavior expected. This includes using proper salutations. Use professional titles. Do not address individuals by their first name, unless an individual has invited you to do so. This also applies to written communication between employer and student. Be sure to use proper grammar, spelling, and punctuation in all written communication with your employer.

Punctuality: Be punctual. A good rule of thumb is to consider being 5 minutes early as being on time.

ETHICS & CLASSROOM POLICIES

Each student is expected to maintain academic ethics and honesty in all its forms. Including but not limited to, cheating, plagiarism, and copyright infringement as defined hereafter:

1. Cheating- is the act of using or attempting to use or providing others with unauthorized information, materials or study aids in academic work. Cheating includes, but is not limited to, passing examination answers to or taking examinations for someone else, or preparing or copying others academic work.
2. Plagiarism- is the act of appropriating any other persons or groups ideas or work (written, computerized, performed, artistic, etc.) or portions thereof and passing them off as the product of ones own work in any academic exercise or study.
3. Copyright Infringement- is the act of using any copyrighted material without the expressed written permission of the owner or organization maintaining the rights to the work including music, written material, artistic choreography, performances, etc...).

IF YOU PLARIARIZE OR CHEAT, YOU WILL **NOT** RECEIVE CREDIT FOR THE WORK AND FAIL THE COURSE. YOU WILL BE REPORTED TO THE COMMUNICATION ARTS DEPARTMENT AND UNIVERSITY.

*Syllabus subject to change as needed.
Any changes will be communicated in a timely manner.*