

The Ohio State University – School of Communication

COMM 4191 - Internship in Communication or Journalism

Autumn 2016

INSTRUCTOR: Anne DeGirolamo

OFFICE: 3033C Derby Hall

OFFICE HOURS: By appointment, Monday - Friday, 9:00am - 4:00pm

EMAIL: degirolamo.10@osu.edu (*preferred method of communication*)

COURSE WEBPAGES:

1. **Carmen** - www.carmen.osu.edu
(for syllabus, grades, report submission)
2. **Internship Dashboard** - <https://comminternships.osu.edu>
(for evaluations and time sheet submission)

PRE-REQUISITE: Permission of instructor. Repeatable to a maximum of 9 credit hours or 3 completions.

COURSE DESCRIPTION:

An internship experience is an important component of the curriculum in the School of Communication. While Public Affairs Journalism (PAJ) majors are required to complete an internship, communication majors are strongly encouraged to do so. These internship experiences are central to career preparation in our undergraduate major and provide opportunities for exploring the ties between classroom training and real-world application. The internship experience must be communication or journalism-related to be eligible to receive credit through COMM 4191.

COURSE OBJECTIVES:

- Provide students with a meaningful learning experience to extend classroom instruction.
- Provide opportunities to experience first-hand the application of communication theories and principles in action.
- Allow students to reflect on differences between classroom learning and real-world work situations.
- To provide students with the opportunity to apply communication concepts to everyday work situations.

INTERNSHIP APPROVAL:

All students seeking academic credit for an internship experience must submit the online COMM 4191 Internship Enrollment Application by the first Friday of the semester. Approval/denial of credit for the internship is at the sole discretion of the instructor and is based on the Minimum Eligibility Requirements set forth on the School of Communication website. After approval, the student will be registered for COMM 4191 based on the number of credit hours indicated on the Internship Enrollment Application. Under no circumstances will a student be allowed to receive retroactive academic credit for an internship experience that has already concluded.

COURSE CREDIT:

Students are registered for 1, 2, or 3 credit hours of COMM 4191. Each credit requires 50 hours of work. The number of credits registered dictates the *minimum* number of work hours required by the end of the internship. See chart below for the *minimum* number of work hours per credit needed to pass COMM 4191.

1 credit = 50 hours of work
2 credits = 100 hours of work
3 credits = 150 hours of work

Please note: You must achieve all work hours in order to pass Comm 4191.

Students are required to complete the minimum number of work hours based on the credit hours of COMM 4191 that they are registered to receive. Credit enrollment can only be changed through the 3rd Friday of the semester. It is very important that the student and supervisor have a specific discussion about how many hours the internship will involve during the internship experience **prior** to submitting the Internship Enrollment Application.

GRADING:

The course is graded S/U. In order to receive a Satisfactory for the course, students must complete all course assignments with an S **and** complete the minimum number of work hours at the internship site based on one's individual credit hour enrollment for the course. *See chart above in "Course Credit" for work requirements.* The following are the components of your grade:

Mid-Term Report

Mid-Term Supervisor's Evaluation

Student Self-Evaluation

Final Supervisor's Evaluation

Time Sheet (with minimum hours per credit satisfied)

Students who fail to submit assignments by the deadline and/or work less than the minimum hours will receive an unsatisfactory grade. Late assignment acceptance, extensions, or incomplete grades are at the sole discretion of the instructor. Students who are fired or relieved from their internship responsibilities before the end of the semester will automatically be given an unsatisfactory grade. Grades per assignment will be posted to Carmen.

ASSIGNMENTS:

All course assignments must be submitted electronically. All reports must be posted to Carmen. All evaluations (self and supervisor) and time sheet must be submitted via the Internship Dashboard. **No hard copies or email versions of any assignment will be accepted.**

1. Mid-Term Report (Carmen)

The mid-term report is a 1-page reflection paper written by you and should include your observations about the value of your internship and your suggestions for improving your experience. It should be typed and submitted to the Carmen by **Friday, September 23rd by 5pm.** *Please review the "Intern Report Guidelines" document on Carmen for guidelines for this paper.*

2. Mid-Term Supervisor's Evaluation

This is an evaluation that your supervisor will complete rating you on your skills as an intern midway through the semester. **Your supervisor will be emailed by me with a link to the evaluation on Monday, September 26th.** Please make sure that your supervisor has received the email. If not, please contact me and I can resend the email to them. The supervisor's evaluation should be submitted electronically to the Internship Dashboard by **Friday, October 7th by 5pm.** I encourage you to set up a meeting with your supervisor to discuss the evaluation after you view it on your dashboard.

3. Student Self-Evaluation (Internship Dashboard)

This is a self-evaluation of the internship completed by you. **The evaluation will be available on your Internship Dashboard on Monday, November 21st.** It should be submitted electronically by **Wednesday, December 7th by 5pm.**

4. Final Supervisor's Evaluation

This is an evaluation that your supervisor will complete rating you on your skills as an intern at the end of the internship. **Your supervisor will be emailed by me with a link to the evaluation on Monday, November 21st.** Please make sure that your supervisor has received the email. If not, please contact me and I can resend the email to them. The supervisor's evaluation should be submitted electronically to the Internship Dashboard by **Wednesday, December 7th by 5pm.** I encourage you to set up a meeting with your supervisor to discuss the evaluation after you view it on your dashboard.

5. Time Sheet (Internship Dashboard)

This is an electronic time sheet found on your Internship Dashboard that should be completed by you. You have access to log and save hours each week throughout the internship. Once you have logged all of hours and are completed with the internship, you can then submit the time sheet for approval by your supervisor. **You should only submit the time sheet at the end of the internship as you cannot make any changes to the time sheet once you submit it.** Your supervisor will then be emailed to verify that you have worked the logged hours. **The time sheet should be submitted and approved by your supervisor by Wednesday, December 7th by 5pm.**

COURSE POLICIES:

Late Policy

Late assignments are not accepted unless PRIOR permission is worked out with me. Meeting deadlines is an important part of professional work, and I will hold all interns to this standard. It is your responsibility as a student to make sure that your supervisor has submitted the evaluations and time sheet on your behalf. You should check your dashboard and contact your supervisor if you see an item not submitted. Evaluation links are emailed out in advance to allow adequate time for completion. If I am missing items from a supervisor after the deadline has passed, I will contact you and allow them to re-submit it, if necessary.

Communication

I will send a few email announcements out over the term. It is important to read all emails that I send. Email is my preferred way of communication. I am happy to meet in individual appointments to discuss course assignments or the internship experience, as needed.

ACADEMIC MISCONDUCT:

It is the responsibility of the Committee on Academic Misconduct to investigate or establish procedures for the investigation of all reported cases of student academic misconduct. The term "academic misconduct" includes all forms of student academic misconduct wherever committed, illustrated by, but not limited to,

cases of plagiarism and dishonest practices in connection with examinations. Instructors shall report all instances of alleged academic misconduct to the committee (Faculty Rule 3335-5-487). For additional information, see the Code of Student Conduct (http://studentaffairs.osu.edu/resource_csc.asp).

DISABILITY SERVICES:

Students with disabilities that have been certified by the Office for Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. The Office for Disability Services is located in 150 Pomerene Hall, 1760 Neil Avenue; telephone 292-3307, TDD 292-0901; <http://www.ods.ohio-state.edu/>.

COURSE CALENDAR

WEEK OF SEMESTER	ASSIGNMENT DUE
Week 3 – Friday, September 9 th	Final day to adjust the number of credits you are enrolled in COMM 4191
Week 5 – Friday, September 23rd	Student Mid-Term Report Due posted on Carmen
Week 6 – Monday, September 26 th	Supervisor’s Mid-Term Evaluation link emailed to supervisor
Week 7 – Friday, October 7th by 5pm	Supervisor’s Mid-Term Evaluation Due submitted electronically by supervisor to Dashboard
Week 14 – Monday, November 21 st	Final Supervisor’s Evaluation link emailed to supervisor Student Self-Evaluation available on Dashboard
Week 16 – Wednesday, December 7th by 5pm	Student Self-Evaluation Due submitted on Dashboard Time Sheet Due submitted on Dashboard by student and approved by supervisor Final Supervisor Evaluation Due submitted electronically by supervisor to Dashboard