SYLLABUS: COMM 4190

Journalism and Communication Co-Operative Learning Experience
Spring 2023 – Section 18396
12 credit hours
Online

Instructor

- **Name:** Lisa Jerele

- **Email:** jerele.2@osu.edu

- **Office location:** 3033 Derby Hall

- **Office hours:** By appointment, Monday - Friday, 9:00am - 4:00pm

- **Preferred means of communication:**

  - My preferred method of communication for all questions is **email.**

Course Prerequisites

Permission of instructor. Repeatable.

Course Description

An internship experience is an important component of the curriculum in the School of Communication. While journalism majors are required to complete an internship, communication majors are strongly encouraged to do so. COMM 4190 can satisfy the experiential learning course requirement for the communication major. 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 4190. In addition, COMM 4190 is only available to co-operative learning experiences which require a student to participate in a full-time, immersion experience in a career-related position for a semester, instead of academic courses. A student must work a minimum of 600 hours (40 hours per week for 15 weeks) to qualify for COMM 4190 credit. Internships with less weekly hours should defer to COMM 4191 for credit.

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.
- To allow students to participate in a full immersion professional experience in a career-related position for a semester instead of academic courses.

Internship Approval

- All students seeking academic credit for a co-op internship experience must submit the online COMM 4191 Internship Enrollment Application by the first Friday of the term. We do not have a separate COMM 4190 application. January 13, 2023 is the deadline to apply for spring 2023 co-op internship credit.
- Students must confirm in writing that they will be working a minimum of 40 hours per week for 15 weeks to be eligible for COMM 4190 enrollment. This should be emailed to the instructor Lisa Jerele at jerele.2@osu.edu by January 13, 2023.
- Approval/denial of credit for the co-op internship is at the sole discretion of the instructor and is based on the Minimum Eligibility Requirements set forth by the School of Communication. See website for more information.
- After approval, the student will be registered for COMM 4190 for 12 credits.
- Tuition & fees are billed for each credit enrolled. Contact the Buckeye Link office at 614-292-0300 for questions about finances.
- **Under no circumstances will a student be allowed to receive retroactive academic credit for an internship experience that has already concluded.**
- If you want academic credit for your co-op internship, you must enroll in COMM 4190 during the semester in which you are completing the co-op internship. No exceptions.

How This Online Course Works

Mode of delivery: This course is 100% online. There are no required sessions where you must be logged in at a scheduled time.

Credit hours and work expectations: Students are enrolled for 12 credit hours of COMM 4190. Each credit requires 50 hours of work. The number of credits enrolled dictates the *minimum* number of work hours required by the end of the semester. See below for the *minimum* number of work hours needed to pass COMM 4190:

- 12 credit hours = minimum of 600 total hours at the internship (approximately 40 hours/week for 15 weeks)

Attendance and participation requirements: Students are required to complete the minimum number of work hours based on the credit hours of COMM 4190 they are registered to receive. **You must achieve all work hours to pass COMM 4190.**

- **Spring internships: Start and end date policies.**

  Spring semester begins January 9, 2023 and ends April 24, 2023.

  - Students can include hours worked from January 9 – April 28 on the time sheet. *Hours worked outside of these weeks may qualify only with prior permission from the instructor.*
  - Spring internships must extend for at least 12 weeks of the semester.
  - Internships shorter than 12 weeks are NOT eligible for COMM 4190 credit.

- **Work hour discussion with supervisor: Recommended by January 13**

  You are expected to have a specific discussion with your supervisor about how many hours you must work to successfully complete the 12 credits of COMM 4190 that you are registered to take this spring. You must work 600 hours minimum to pass.

Course Materials, Fees and Technologies

Required Materials and/or Technologies

- CarmenCanvas for syllabus, grading, and other course materials.
- Internship Dashboard for self-evaluation, supervisor's mid-term and final evaluation, and time sheet.

Required Equipment

- **Computer:** current Mac (MacOS) or PC (Windows 10) with high-speed internet connection
- **Webcam:** built-in or external webcam, fully installed and tested
- **Microphone:** built-in laptop or tablet mic or external microphone
- **Other:** a mobile device (smartphone or tablet) to use for BuckeyePass authentication

If you do not have access to the technology you need to succeed in this class, review options for technology and internet access at go.osu.edu/student-tech-access.

Required Software

Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365. Visit the installing Office 365 (go.osu.edu/office365help) help article for full instructions.

CarmenCanvas Access

You will need to use BuckeyePass (buckeyepass.osu.edu) multi-factor authentication to access your courses in Carmen. To ensure that you are able to connect to Carmen at all times, it is recommended that you do each of the following:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device (go.osu.edu/add-device) help article for step-by-step instructions.
- Request passcodes to keep as a backup authentication option. When you see the Duo login screen on your computer, click **Enter a Passcode** and then click the **Text me new codes** button that appears. This will text you ten passcodes good for 365 days that can each be used once.
- Install the Duo Mobile application (go.osu.edu/install-duo) on all of your registered devices for the ability to generate one-time codes in the event that you lose cell, data, or Wi-Fi service.

If none of these options will meet the needs of your situation, you can contact the IT Service Desk at 614-688-4357 (HELP) and IT support staff will work out a solution with you.

THE OHIO STATE UNIVERSITY

College of Arts and Sciences
School of Communication

Technology Skills Needed for This Course

- Basic computer and web-browsing skills
- [Navigating CarmenCanvas](go.osu.edu/canvasstudent) (go.osu.edu/canvasstudent)
- [CarmenZoom virtual meetings](go.osu.edu/zoom-meetings) (go.osu.edu/zoom-meetings)
- [Recording a slide presentation with audio narration and recording, editing and uploading video](go.osu.edu/video-assignment-guide) (go.osu.edu/video-assignment-guide)

Technology Support

For help with your password, university email, CarmenCanvas, or any other technology issues, questions or requests, contact the IT Service Desk, which offers 24-hour support, seven days a week.

- **Self Service and Chat**: [go.osu.edu/it](go.osu.edu/it)
- **Phone:** [614-688-4357 (HELP)](tel:614-688-4357)
- **Email:** servicedesk@osu.edu

Grading and Faculty Response

How Your Grade is Calculated

COMM 4190 is graded Satisfactory/Unsatisfactory (S/U). **To earn a grade of Satisfactory, you must earn a minimum of 85% (85 points out of 100 possible).** You are expected to complete all assignments on the published due dates. Points may be deducted for late work unless prior arrangements have been made with the instructor. As with any course, it is imperative that you pay close attention to assignment deadlines and due dates.

Assignment Category	Points
Supervisor's Mid-Term Evaluation	10/10%
Student Self-Evaluation	10/10%
Supervisor's Final Evaluation	10/10%
Time Sheet	70/70%
Total	**100/100%**

See Course Schedule for due dates.

Descriptions of Major Course Assignments

1. Supervisor's Mid-Term Evaluation (10 points)

Description: 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 Wednesday, February 22nd.** 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 mid-term evaluation should be submitted electronically to the Internship Dashboard by **Friday, March 3rd at 11:59PM EST.** I encourage you to set up a meeting with your supervisor to discuss the evaluation after you view it on your dashboard.

2. Student Self-Evaluation (10 points)

Description: This is a self-evaluation of the internship completed by you. **The evaluation will be available on your Internship Dashboard on Monday, April 17th.** It should be submitted electronically by <mark>**Friday, April 28th at 11:59PM EST.**</mark> *Your supervisor will not see this evaluation.*

3. Supervisor's Final Evaluation (10 points)

Description: 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, April 17th**. 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 <mark>**Friday, April 28th at 11:59PM EST.**</mark> I encourage you to set up a meeting with your supervisor to discuss the evaluation after you view it on your dashboard**.**

4. Time Sheet (70 points)

Description: 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** <mark>**Friday, April 28th at 11:59PM EST**</mark>.

Late Assignments

Please refer to Carmen for due dates. Due dates are set to help you stay on pace and to allow timely feedback that will help you complete subsequent assignments.

Late assignments may not be accepted unless PRIOR permission is worked out with the instructor. 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.

Instructor Feedback and Response Time

I am providing the following list to give you an idea of my intended availability throughout the course. Remember that you can call 614-688-4357 (HELP) at any time if you have a technical problem.

- **Preferred contact method:** If you have a question, please contact me first through my Ohio State email address (jerele.2@osu.edu). I will reply to emails within **24 hours between Monday-Friday.** If you email me after 4pm on a Friday, please do not expect a reply until Monday morning.

- **Class announcements:** I will send all important class-wide messages through the Announcements tool in CarmenCanvas. Please check your notification preferences (go.osu.edu/canvas-notifications) to ensure you receive these messages.

- **Grading and feedback:** For assignments submitted before the due date, I will try to provide feedback and grades within **seven days**. Assignments submitted after the due date may have reduced feedback, and grades may take longer to be posted.

Grading Scale

85–100: Satisfactory

Below 85: Unsatisfactory

Other Course Policies

Discussion and Communication Guidelines

The following are my expectations for how we should communicate as a class. Above all, please remember to be respectful and thoughtful.

- **Writing style**: While there is no need to participate in class assignments as if you were writing a research paper, you should remember to write using good grammar, spelling, and punctuation. A more conversational tone is fine for non-academic topics.

- **Tone and civility**: Let's maintain a supportive learning community where everyone feels safe and where people can disagree amicably. Remember that sarcasm doesn't always come across online.

- **Citing your sources**: When we have academic discussions, please cite your sources to back up what you say. For the textbook or other course materials, list at least the title and page numbers. For online sources, include a link.

- **Backing up your work**: Consider composing your academic posts in a word processor, where you can save your work, and then copying into the Carmen discussion.

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 Student Life Disability Services will be appropriately accommodated and should inform the instructor as soon as possible of their needs. The Student Life Disability Services office is located in 098 Baker Hall, 113 W. 12th Ave; telephone 614-292-3307, TDD 292-0901; https://slds.osu.edu/. See page 13 for more information.

Your Mental Health

As a student you may experience a range of issues that can cause barriers to learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance or reduce a student's ability to participate in daily activities.

No matter where you are engaged in learning, The Ohio State University's Student Life Counseling and Consultation Service (CCS) is here to support you. If you find yourself feeling isolated, anxious or overwhelmed, on-demand mental health resources (go.osu.edu/ccsondemand) are available. You can reach an on-call counselor when CCS is closed at 614- 292-5766.

24-hour emergency help is available through the National Suicide Prevention Lifeline website (suicidepreventionlifeline.org) or by calling 1-800-273-8255(TALK). The Ohio State Wellness app (go.osu.edu/wellnessapp) is also a great resource.

Creating an Environment Free from Harassment, Discrimination, and Sexual Misconduct

The Ohio State University is committed to building and maintaining a community to reflect diversity and to improve opportunities for all. All Buckeyes have the right to be free from harassment, discrimination, and sexual misconduct. Ohio State does not discriminate on the basis of age, ancestry, color, disability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, pregnancy (childbirth, false pregnancy, termination of pregnancy, or recovery therefrom), race, religion, sex, sexual orientation, or protected veteran status, or any other bases under the law, in its activities, academic programs, admission, and employment. Members of the university community also have the right to be free from all forms of sexual misconduct: sexual harassment, sexual assault, relationship violence, stalking, and sexual exploitation.

To report harassment, discrimination, sexual misconduct, or retaliation and/or seek confidential and non-confidential resources and supportive measures, contact the Office of Institutional Equity:

1. Online reporting form at equity.osu.edu,

2. Call 614-247-5838 or TTY 614-688-8605,

3. Or email equity@osu.edu

The university is committed to stopping sexual misconduct, preventing its recurrence, eliminating any hostile environment, and remedying its discriminatory effects. All university

employees have reporting responsibilities to the Office of Institutional Equity to ensure the university can take appropriate action:

- All university employees, except those exempted by legal privilege of confidentiality or expressly identified as a confidential reporter, have an obligation to report incidents of sexual assault immediately.

- The following employees have an obligation to report all other forms of sexual misconduct as soon as practicable but at most within five workdays of becoming aware of such information: 1. Any human resource professional (HRP); 2. Anyone who supervises faculty, staff, students, or volunteers; 3. Chair/director; and 4. Faculty member.

Diversity

The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

COVID-19 Accommodations

The university strives to make all learning experiences as accessible as possible. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services. If you anticipate or experience academic barriers based on your disability (including mental health, chronic, or temporary medical conditions), please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

COVID-19 emergency financial assistance

(https://sfa.osu.edu/contact-us/consumer-disclosure/COVD-19-aid) Ohio State has emergency grants available to aid students who are facing unexpected financial challenges related to the pandemic. Students may use the funds toward any component of the cost of attendance, or for emergency costs that arise as a result of the COVID-19 pandemic such as food, housing, tuition, health care (including mental health care) or childcare. Please visit the website for more information.

Food Security

The Ohio State University is committed to ensuring that all students have access to adequate and healthy food. Any undergraduate or graduate student with a BuckID may confidentially use the Buckeye Food Alliance food pantries. No proof of need is required. The pantry is located in Lincoln Tower, Suite 150 (1800 Cannon Dr., Columbus, OH 43210). Check the website or call for current hours. (https://www.buckeyefoodalliance.org/, 614-688-2508).

Copyright for Instructional Materials

The materials used in connection with this course may be subject to copyright protection and are only for the use of students officially enrolled in the course for the educational purposes associated with the course. Copyright law must be considered before copying, retaining, or disseminating materials outside of the course.

Accessibility Accommodations for Students with Disabilities

Requesting Accommodations

The university strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability including mental health, chronic or temporary medical conditions, please let me know immediately so that we can privately discuss options. To establish reasonable accommodations, I may request that you register with Student Life Disability Services (SLDS). After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. In light of the current pandemic, students seeking to request COVID-related accommodations may do so through the university's request process, managed by Student Life Disability Services.

Disability Services Contact Information

- Phone: 614-292-3307

- Website: slds.osu.edu

- Email: slds@osu.edu

- In person: Baker Hall 098, 113 W. 12th Avenue

Accessibility of Course Technology

This online course requires use of CarmenCanvas (Ohio State's learning management system) and other online communication and multimedia tools. If you need additional services to use these technologies, please request accommodations as early as possible.

- CarmenCanvas accessibility (go.osu.edu/canvas-accessibility)

- Streaming audio and video

- CarmenZoom accessibility (go.osu.edu/zoom-accessibility)

Course Schedule

Week		Points	Topics, Readings, Assignments, Due Dates
1	Friday, January 13	0	Deadline to apply for COMM 4190 internship credit for spring 2023. Must confirm with Lisa Jerele in writing that you will work 600 hours to qualify for COMM 4190.
2			
3			
4			
5			
6			
7	Wednesday, February 22	0	Supervisor's Mid-Term Evaluation link emailed to supervisor.
8	**Friday, March 3 11:59PM EST**	10	**Supervisor's Mid-Term Evaluation** submitted electronically by supervisor on <u>Internship Dashboard</u>.
9			
			SPRING BREAK (March 13-17)
10			
11			
12			
13			
14	Monday, April 17		Supervisor's Final Evaluation link emailed to supervisor.
	Monday, April 17		Student Self-Evaluation available on <u>Internship Dashboard</u>.
15	**Friday, April 28 11:59PM EST**	10	**Student Self-Evaluation** submitted electronically on <u>Internship Dashboard</u>.
	Friday, April 28 11:59PM EST	10	**Supervisor's Final Evaluation** submitted electronically by supervisor on <u>Internship Dashboard</u>.

	Friday, April 28 **11:59PM EST**	70	**Time Sheet** submitted electronically by student **AND** approved by supervisor on <u>Internship Dashboard</u>.

Refer to the CarmenCanvas course for up-to-date due dates.