SYLLABUS: COMM 4191

Internship in Communication or Journalism
Spring 2026 – Sections 17899 & 18110
1 – 3 credit hours
Distance Learning, Field Experience

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:**

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

Course Prerequisites

Permission of instructor. Repeatable to a maximum of 9 credit hours or 9 completions of COMM 4191 (maximum of 3 credit hours per internship).

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 4191 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 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 term. January 16, 2026, is the deadline to apply for spring 2026 internship credit.

- 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 by the School of Communication. See website for more information.

- After approval, the student will be registered for COMM 4191 based on the number of credit hours indicated by the student on the Internship Enrollment Application.

- 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 been completed.**

- If you want academic credit for your internship, you must enroll in COMM 4191 during the semester in which you are completing the internship. No exceptions.

How This Online Course Works

Mode of delivery: This course is Field Experience. Assignments to document your internship are submitted 100% online. There are no required sessions where you must be logged in at a scheduled time to complete this course.

Credit hours and work expectations: This is a variable credit hour course. Students are enrolled for 1, 2, or 3 credit hours of COMM 4191. 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 per credit needed to pass COMM 4191:

- 1 credit hour = minimum of 50 total hours at the internship (approximately 3.5 hours/week for 14 weeks)
- 2 credit hours = minimum of 100 total hours at the internship (approximately 7 hours/week for 14 weeks)
- 3 credit hours = minimum of 150 total hours at the internship (approximately 10.5 hours/week for 14 weeks)

Attendance and participation requirements: Students are required to complete the minimum number of work hours based on the credit hours of COMM 4191 they are registered to receive. **You must achieve all minimum work hours to pass COMM 4191.**

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

  Spring semester begins January 12, 2026, and ends April 27, 2026.
  - Students can include hours worked from January 12 – May 1 on the time sheet. *Hours worked outside of these weeks may qualify only with prior permission from the instructor.*
  - Spring internships should extend for at least 12 weeks of the semester.
  - Internships shorter than 12 weeks may not be eligible for COMM 4191 credit. Please discuss concerns with instructor as soon as possible if your internship is shorter than 12 weeks.

- **Work hour discussion with supervisor: Recommended by January 23**

  You are expected to have a specific discussion with your supervisor about how many hours you must work to successfully complete the 1, 2 or 3 credits of COMM 4191 that you are registered to take this semester.

- **Credit enrollment changes**: **Permitted through March 27**

  There are circumstances that interns must adjust their credits of COMM 4191 enrollment. Please email the instructor Lisa Jerele at jerele.2@osu.edu by March 27 to request these changes. Approval of adjustments after the deadline is at the sole discretion of the instructor. Changes in credits do not happen automatically but only at the request of the student.
  - **IMPORTANT:** A change in credit enrollment may result in an adjustment to your Statement of Account. Please discuss Tuition & Fees questions with the Buckeye Link office at 614-292-0300 *before* requesting the instructor change your credits.

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 (OS X) or PC (Windows 7+) 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) landline 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 https://it.osu.edu/student-technology-loan-program

Required Software

- **Microsoft Office 365:** Microsoft Office 365: All Ohio State students are now eligible for free Microsoft Office 365 ProPlus through Microsoft's Student Advantage program. Full instructions for downloading and installation can be found at go.osu.edu/office365help.

CarmenCanvas Access

You will need to use BuckeyePass 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 take the following steps:

- Register multiple devices in case something happens to your primary device. Visit the BuckeyePass - Adding a Device help article for step-by-step instructions.
- Download the Duo Mobile application to 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.

Grading and Faculty Response

How Your Grade is Calculated

COMM 4191 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/Percentage
Syllabus Quiz	5/5%
Supervisor's Mid-Term Evaluation	5/5%
Student Self-Evaluation	10/10%
Supervisor's Final Evaluation	10/10%
Time Sheet	70/70%
Total	**100/100%**

See Course Schedule for deadlines.

Descriptions of Major Course Assignments

1. Syllabus Quiz (5 points)

Description: The syllabus contains important information about the course and how to successfully earn credit for your internship. It is critical that you read the syllabus and complete the syllabus quiz on Carmen. Completion of the syllabus quiz will be used by the instructor to report your participation in the course to the Registrar during the first week. Students who do not complete the syllabus quiz will be marked as non-participating and are at risk for being dropped from the class. **The syllabus quiz will be available on Carmen on Monday, January 12th.** It should be completed on Carmen by

Friday, January 16th at 11:59PM EST. Students who enroll after the assignment deadline are expected to submit the quiz within 48 hours of enrollment.

2. Supervisor's Mid-Term Evaluation (5 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 25th.** 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 6th 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**.**

3. 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 20th.** It should be submitted electronically by **Friday, May 1st at 11:59PM EST.** *Your supervisor <u>will not</u> see this evaluation.*

4. 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 20th.** 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, May 1st 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**.**

5. 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, May 1st 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.

- **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 **7 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

Academic integrity is essential to maintaining an environment that fosters excellence in teaching, research, and other educational and scholarly activities. Thus, The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Students must recognize that failure to follow the rules and guidelines established in the University's Code of Student Conduct and this syllabus may constitute Academic Misconduct.

The Ohio State University's Code of Student Conduct (Section 3335-23-04) defines academic misconduct as: Any activity that tends to compromise the academic integrity of the University or subvert the educational process. Examples of academic misconduct include (but are not limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an excuse for academic misconduct, so please review the Code of Student Conduct and, specifically, the sections dealing with academic misconduct.

If an instructor suspects that a student has committed academic misconduct in this course, the instructor is obligated by University Rules to report those suspicions to the Committee on Academic Misconduct. If COAM determines that a student violated the University's Code of Student Conduct (i.e., committed academic misconduct), the sanctions for the misconduct could include a failing grade in the course and suspension or dismissal from the University.

If students have questions about the above policy or what constitutes academic misconduct in this course, they should contact the instructor.

Artificial Intelligence and Academic Integrity

There has been a significant increase in the popularity and availability of a variety of generative artificial intelligence (AI) tools, including ChatGPT, Sudowrite, and others. These tools will help shape the future of work, research and technology, but when used in the wrong way, they can stand in conflict with academic integrity at Ohio State.

All students have important obligations under the Code of Student Conduct to complete all academic and scholarly activities with fairness and honesty. Our professional students also have the responsibility to uphold the professional and ethical standards found in their respective academic honor codes. Specifically, students are not to use unauthorized assistance in the laboratory, on field work, in scholarship, or on a course assignment unless such assistance has been authorized specifically by the course instructor. In addition, students are not to submit their work without acknowledging any word-for-word use and/or paraphrasing of writing, ideas or other work that is not your own. These requirements apply to all students undergraduate, graduate, and professional.

To maintain a culture of integrity and respect, these generative AI tools should not be used in the completion of course assignments unless an instructor for a given course specifically authorizes their use. Some instructors may approve of using generative AI tools in the academic setting for specific goals. However, these tools should be used only with the explicit and clear permission of each individual instructor, and then only in the ways allowed by the instructor.

Religious Accommodations

Ohio State has had a longstanding practice of making reasonable academic accommodations for students' religious beliefs and practices in accordance with applicable law. In 2023, Ohio State updated its practice to align with new state legislation. Under this new provision, students must be in early communication with their instructors regarding any known accommodation requests for religious beliefs and practices, providing notice of specific dates for which they request alternative accommodations within 14 days after the first instructional day of the course. Instructors in turn shall not question the sincerity of a student's religious or spiritual belief system in reviewing such requests and shall keep requests for accommodations confidential.

With sufficient notice, instructors will provide students with reasonable alternative accommodations with regard to examinations and other academic requirements with respect to students' sincerely held religious beliefs and practices by allowing up to three absences each semester for the student to attend or participate in religious activities. Examples of religious accommodations can include, but are not limited to, rescheduling an exam, altering the time of a student's presentation, allowing make-up assignments to substitute for missed class work, or

flexibility in due dates or research responsibilities. If concerns arise about a requested accommodation, instructors are to consult their tenure initiating unit head for assistance.

A student's request for time off shall be provided if the student's sincerely held religious belief or practice severely affects the student's ability to take an exam or meet an academic requirement **and** the student has notified their instructor, in writing during the first 14 days after the course begins, of the date of each absence. Although students are required to provide notice within the first 14 days after a course begins, instructors are strongly encouraged to work with the student to provide a reasonable accommodation if a request is made outside the notice period. A student may not be penalized for an absence approved under this policy.

If students have questions or disputes related to academic accommodations, they should contact their course instructor, and then their department or college office. For questions or to report discrimination or harassment based on religion, individuals should contact the Civil Rights Compliance Office. (Policy: Religious Holidays, Holy Days and Observances)

Disability Statement (with Accommodations for Illness)

The university strives to maintain a healthy and accessible environment to support student learning in and out of the classroom. If students anticipate or experience academic barriers based on a disability (including mental health and medical conditions, whether chronic or temporary), they should let their instructor know immediately so that they can privately discuss options. Students do not need to disclose specific information about a disability to faculty. To establish reasonable accommodations, students may be asked to register with Student Life Disability Services (see below for campus-specific contact information). After registration, students should make arrangements with their instructors as soon as possible to discuss your accommodations so that accommodations may be implemented in a timely fashion.

If students are ill and need to miss class, including if they are staying home and away from others while experiencing symptoms of viral infection or fever, they should let their instructor know immediately. In cases where illness interacts with an underlying medical condition, please consult with Student Life Disability Services to request reasonable accommodations. You can connect with them at:

slds@osu.edu

https://slds.osu.edu/

098 Baker Hall, 113 W. 12th Ave

614-292-3307 phone

Intellectual Diversity

Ohio State is committed to fostering a culture of open inquiry and intellectual diversity within the classroom. This course will cover a range of information and may include discussions or debates about controversial issues, beliefs, or policies. Any such discussions and debates are intended to support understanding of the approved curriculum and relevant course objectives rather than promote any specific point of view. Students will be assessed on principles applicable to the field of study and the content covered in the course. Preparing students for citizenship includes helping them develop critical thinking skills that will allow them to reach their own conclusions regarding complex or controversial matters.

Grievances and Solving Problems

According to University Policies, if you have a problem with this class, you should seek to resolve the grievance concerning a grade or academic practice by speaking first with the instructor or professor. Then, if necessary, take your case to the department chairperson, college dean or associate dean, and to the provost, in that order. Specific procedures are outlined in Faculty Rule 3335-8-23. Grievances against graduate, research, and teaching assistants should be submitted first to the supervising instructor, then to the chairperson of the assistant's department.

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

The Ohio State University is committed to building and maintaining a welcoming community. 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 Civil Rights Compliance Office (CRCO):

Online reporting form at http://civilrights.osu.edu/,

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

Or Email civilrights@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 Civil Rights Compliance Office 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.

Copyright

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.

Counseling and Consultation Services / Mental Health Statement

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. The Ohio State University offers services to assist you with addressing these and other concerns you may be experiencing.

If you or someone you know are suffering from any of the aforementioned conditions, you can learn more about the broad range of confidential mental health services available on campus via the Office of Student Life's Counseling and Consultation Service (CCS) by visiting ccs.osu.edu or calling 614-292-5766. CCS is located on the 4th floor of the Younkin Success Center and 10th floor of Lincoln Tower. **You can reach an on-call counselor when CCS is closed at 614-292-5766 and 24-hour emergency help is also available through the 24/7 by dialing 988 to reach the Suicide and Crisis Lifeline.**

Military-Connected Students

The Military and Veterans Services (MVS) Office offers a wide range of resources for military-connected students. Whether using educational benefits or not, all military-connected students are encouraged to learn more about how the university supports military-connected students (i.e., information about tutoring, transition services, access to the veteran's lounge, etc.). For service members, should you receive military orders during the semester or know of classes that will be missed due to service commitments, please speak with your instructor as soon as possible on possible accommodations. MVS contact information: milvets@osu.edu; 614-247-VETS; veterans.osu.edu/; 185 Student Academic Services Building, 281 W. Lane Avenue.

Course Schedule

Refer to the CarmenCanvas course for up-to-date deadlines.

Week		Points	Topics, Readings, Assignments, Due Dates
1	Friday, January 16	0	Deadline to apply for COMM 4191 internship credit for spring 2026.
	Friday, January 16 11:59PM EST	5	**Syllabus Quiz** submitted on Carmen
2			
3			
4			
5			
6			
7	Wednesday, February 25	0	Supervisor's Mid-Term Evaluation link emailed to supervisor.
8	**Friday, March 6 11:59PM EST**	5	**Supervisor's Mid-Term Evaluation** submitted electronically by supervisor on <u>Internship Dashboard</u>.
9			
10	Friday, March 27	0	Deadline to adjust the number of credits you are enrolled in COMM 4191. Email instructor at <u>jerele.2@osu.edu</u> to request changes.
11			
12			
13			
14	Monday, April 20		Supervisor's Final Evaluation link emailed to supervisor.
	Monday, April 20		Student Self-Evaluation available on <u>Internship Dashboard</u>

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Finals	**Friday, May 1 11:59PM EST**	10	**Student Self-Evaluation** submitted electronically on Internship Dashboard.
	Friday, May 1 11:59PM EST	10	**Supervisor's Final Evaluation** submitted electronically by supervisor on Internship Dashboard.
	Friday, May 1 11:59PM EST	70	**Time Sheet** submitted electronically by student **AND** approved by supervisor on Internship Dashboard.

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