

# The Ohio State University – School of Communication

## COMM 4190 - Journalism and Communication Co-Operative Learning Experience

### Autumn 2019

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

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**PRE-REQUISITE:** Permission of instructor. Repeatable. This course is graded S/U.

#### **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 4190. In addition, COMM 4190 is only available to co-operative learning experiences which require a student to participate in a full immersion professional experience in a career-related position for a semester, instead of academic courses. A student must be working 40 hours per week to qualify for COMM 4190. 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 CO-OP 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 semester. Approval/denial of credit for the co-op 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 4190. **Under no circumstances will a student be allowed to receive retroactive academic credit for a co-op experience that has already concluded.**

## COURSE CREDIT:

Students are registered for 12 credit hours of COMM 4190. Each credit requires 50 hours of work. The number of credits registered dictates the minimum number of work hours required at the co-op. See chart below for the *minimum* number of work hours needed to pass COMM 4190.

12 credits = 600 hours of work

**Please note: You must achieve all work hours in order to pass Comm 4190.**

**Students are required to complete the minimum number of work hours based on the credit hours of COMM 4190 that they are registered to receive.** Under no circumstances will the minimum amount of credit hours be changed after the Internship Enrollment Application has been submitted. 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. If 600 hours is not attainable, the student should change enrollment to COMM 4191 by the internship enrollment application deadline, the first Friday of the semester.

## 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 20<sup>nd</sup> by 11:59pm**. *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 23<sup>rd</sup>.** 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 4<sup>th</sup> by 11:59pm.** 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 25<sup>th</sup>.** It should be submitted electronically by **Wednesday, December 4<sup>th</sup> by 11:59pm.**

**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 25<sup>th</sup>.** 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 4<sup>th</sup> by 11:59pm.** 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 4<sup>th</sup> by 11:59pm.**

**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](http://studentaffairs.osu.edu/resource_csc.asp)).

**PLEASE TAKE CARE OF YOURSELF (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 are or someone you know is 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](http://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.

If you are thinking of harming yourself or need a safe, non-judgmental place to talk, or if you are worried about someone else and need advice about what to do, 24 hour emergency help is also available through the Suicide Prevention Hotline (Columbus: 614-221-5445 / National: 800-273-8255); or text (4hope to 741741); or at [suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

**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 5 – Friday, September 20 <sup>th</sup> by 11:59pm	<b>Student Mid-Term Report Due</b> posted on Carmen
Week 6 – Monday, September 23 <sup>rd</sup>	<b>Supervisor’s Mid-Term Evaluation</b> link emailed to supervisor
Week 7 – Friday, October 4 <sup>th</sup> by 11:59pm	<b>Supervisor’s Mid-Term Evaluation Due</b> submitted electronically by supervisor to Dashboard

<p>Week 15 – Monday, November 25<sup>th</sup></p>	<p><b>Final Supervisor’s Evaluation</b> link emailed to supervisor</p> <p><b>Student Self-Evaluation</b> available on Dashboard</p>
<p>Week 16 – <b>Wednesday, December 4<sup>th</sup> by 11:59pm</b></p>	<p><b>Student Self-Evaluation Due</b> submitted on Dashboard</p> <p><b>Time Sheet Due</b> submitted on Dashboard by student and approved by supervisor</p> <p><b>Final Supervisor Evaluation Due</b> submitted electronically by supervisor to Dashboard</p>