

# Communication 317 – Communication Internship Syllabus

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## **Course Description:**

Internships are among the most valuable learning experiences that a student can have while enrolled at the University of Louisville. By working part-time in an organization that relates to the student's career plans, individuals will gain professional experiences and status that are essential to future success. Students will have the opportunity to apply what they've learned in the classroom, think critically, they will make important networking contacts, and they'll affirm (or refute) career plans. U of L Communication students have previously interned in corporate settings, at advertising and public relations agencies, radio and television stations, magazines, newspapers, non-profit organizations, small businesses, and more.

Students may receive 1 credit hour (summer, spring, or fall) by working a minimum of 12 hours per week (minimum 150 total work hours) over the minimum of a 2 month period in a pre-approved internship position (paid or non-paid). Grades for the internship are determined by successful completion of a series of materials that are submitted at the end of the semester and by an evaluation from the supervisor at the place of employment.

## **Learning Outcomes:**

- \* Apply relevant Communication concepts and theories in the field
- \* Think critically to solve authentic problems in the field
- \* Reflection on experience
- \* Demonstrate use of Communication discipline knowledge

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#### **Internship application procedures:**

1. Fill out an internship application and turn it in to the Internship Director WITH a current resume and unofficial transcript.
2. Obtain the approval of the Internship Director for credit and register for the course. You'll be notified when you are approved to proceed with telephone registration for this course.
3. Obtain your position and get approval of it from the Internship Director **PRIOR** to accepting the position. It is the student's responsibility to obtain a position that will be approved by the Department. The Department and/or Internship Director do not obtain positions for students.
4. Attend an orientation session prior to starting internship.

#### **Evaluation:**

Once you have been approved for the program, obtained your position, and attended an orientation session, you are ready to start work. In order to get academic credit, you'll need to turn in the following items to the Internship Director (details discussed at the orientation session).

1. **An internship contract** that serves as the formal agreement between you, the sponsoring organization, and the Department of Communication Internship Director. It also provides a basis for evaluation of your performance during the internship. This typed contract will be signed and dated once all parties agree to its contents.
2. **A work log** summarizing daily activities, project progress, likes and dislikes, observations, accomplishments, and lessons learned. This document should make overt connections between work activities and Communication concepts/courses.
3. **A portfolio of work completed** while on the internship. Includes written content, as well as evidence of events/materials/presentations that you coordinate or are involved with in some manner.
4. **A final paper** that reflects upon and summarizes your internship experience.

In addition, your supervisor will complete a detailed evaluation report on your internship at the conclusion of the work period and assign a letter grade as part of that evaluation.

Your grade for the internship will be determined as follows:

- |                              |                               |
|------------------------------|-------------------------------|
| * Supervisor Evaluation: 50% | * Portfolio: 20%              |
| * Professionalism: 10%       | * Reflective Final Paper: 20% |