

Syllabus - Communication 317 - Communication Internship

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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 an approved internship position (paid or non-paid). Students accepted into the program enroll in Communication 317. The grade for the internship is determined by the quality of materials that are submitted at the end of the semester (as outlined on page 3), and by an evaluation from the supervisor at the place of employment. The field supervisor for the internship must hold a position normally involving supervisory responsibilities. Approved positions must include active, substantive supervision so that the student is learning from a professional in the field. Internships typically run over the course of an academic semester or the summer months, but may also overlap semesters through prior arrangement with the Internship Director.

Student internships for credit must be performed in organizations approved in advance by the Internship Director. To avoid disappointment, students should obtain the Internship Director's approval for positions they are seeking, PRIOR to applying for credit. Internship positions must provide substantive, meaningful, new experiences to students in an organization with which the student has not had previous contact, so that the student can have an independent learning experience that includes training and socialization into a new work environment. Accordingly, the Department of Communication will not grant internship credit for past work performance. In addition, students may not do internships for academic credit with organizations for which they have previously worked (or are currently working), nor may students do internships for credit with family-owned/managed companies or under the direction of relatives. And remote/virtual internship positions are not eligible for academic credit.

Students must approach internships not merely as a "part-time" job or a typical college course. Instead, they must recognize that the internship is intended to be a professional learning experience similar to student teaching. As such, interns have not only academic responsibilities, but also obligations to the organization employing them. *Student interns are expected to maintain a high standard of mature and professional conduct at all times as a representative of the Department of Communication and the University of Louisville.*

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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

Internship prerequisites:

In order to receive 1 hour of academic credit for an internship, students must be approved for Communication 317 by the Department's Internship Director. Applicants must meet the following requirements to be approved for academic credit:

- 1) compliance with College of Arts and Sciences guidelines: either 45 total credit hours including 9 completed in Communication, or 60 credit hours with 6 completed in Communication. Transfer students must have completed a minimum of one full semester of academic work (12 hours)
- 2) minimum GPA of 2.5
- 3) advance approval of internship position by Internship Director

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 starting 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.

Internship course requirements:

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 at the end of the semester, 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 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. You may re-obtain this portfolio after the Director has reviewed your materials.
3. **A 6+ page, typed, double-spaced paper** that summarizes your internship experience

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Grade:

Your grade for the internship will be determined as follows:

- | | |
|-------------------------------|------------------------|
| * Supervisor Evaluation: 50% | * Portfolio: 15% |
| * Reflective Final Paper: 25% | * Professionalism: 10% |

Obtaining your internship:

Use all available means/resources. Check with the University of Louisville Department of Communication Web site (comm.louisville.edu) and subscribe to our Comm-Announce email newsletter (check Department Web site to subscribe). Other openings may be available through the Cards Career Link system operated by UofL Career Services (louisville.edu/career)

You are encouraged to utilize you own resources, contacts, and ingenuity to obtain internships. It is acceptable (and encouraged) to independently and aggressively target a group of companies/agencies/media outlets for internship positions. Be sure to consult with the Director to make sure the positions you are seeking will be approved.

Positions should be sought a minimum of 6 weeks prior to the desired start of the internship and in some cases longer (TV stations and ad agencies for example). However, do realize that this course is flexible and unlike any other class that you've had at UofL. If you do not obtain a position until several weeks into the semester, you are allowed to work in a position after the conclusion of the semester to meet the minimum work hour work guidelines.

Regardless of the source for an internship, **a detailed job description must be approved in advance** by the Internship Director before a student starts earning academic credit.

Title IX/Clery Act Notification:

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the Sexual Misconduct Resource Guide: (<http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>).

Communication 317 (one hour credit) - Internship Application

(Turn this application in with a resume and unofficial transcript)

Name: _____

Local Address: _____

City/State/Zip Code: _____

Phone(s): _____

E-mail Address: _____

Student ID #: _____ BA or BS Communication Degree: _____

Total number of credit hours completed: _____ GPA: _____

Anticipated graduation date: _____

When do you plan to do your internship? _____

Communication courses completed: _____

What kind of internship are you interested in? _____

Don't write in spaces below – For office use only:

- Resume _____
- Grade/file check _____
- Approved for credit _____ Rejected for credit _____
- Forward registration authorization _____
- Registered _____ • Requirements and A&S Contract to student _____
- Position secured _____ Employer _____ Dates _____
- Contract Draft _____ • Contract Final/Signed _____ • A & S Contract Form Signed _____
- Confirmation letter to employer _____
- Evaluation to employer _____
- Paper specifications to student _____ • Confirmed _____