

## **Communication Studies Internship (Spring 2018)**

COMS 4378.01 3 credit hours

Professor: Terri Jagers

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[www.shsu.edu/syllabus](http://www.shsu.edu/syllabus)

**Director of Internships:** Professor Terri Jagers

**Office Hours:** Tues/Thurs: 11:00 AM – 12:20 PM and 2:00 – 3:20 PM  
(Scheduled appointment required.)

**Class Hours:** Internship hours are fifteen to twenty (15 - 20) hours per week at/with your assigned community leader or organization (Internship Sponsor). Time sheets will be filled out and signed by your supervisor.

**Part Time Employment:** No more than twenty part time hours of work will be allowed outside the internship. And, it will only be allowed if approved in advance by the Internship Coordinator. It must not conflict with the internship assigned hours.

**Additional Course Work.** You may not take more than nine additional school class credit hours in addition to the internship. The additional courses must not conflict with internship hours. Exceptions will only be made on rare occasions and is at the discretion of the Director of Internships.

### **Course Description**

Internship is student placement with an Internship Sponsor for the purpose of acquiring practical experience and to learn how to apply theoretical knowledge gained from the classroom and transition it into a real life practical environment. It is a part time, 20 hour per week assignment for the course of the semester. Placement is based upon joint effort, collaboration, and discussion between the student and Director of Internships. It is also dependent on qualifications and suitability as determined by screening with the Director of Internships. In addition, it is dependent on a successful interview with the prospective organization, agency, business leader (herein, Internship Sponsor). This course is also an Academic Community Engagement (ACE) course. Your transcript will be credited with this designation.

### **Course Objectives**

To provide students with practical experiences in cooperation with organizations, agencies, and community leaders. Through observing and participating from an operational perspective, the student can link classroom content with actual application in today's job market. To allow the participant, in a real work environment, the opportunity to obtain occupational skills and professional growth. This hands on endeavor assists the student in developing confidence and self-reliance. The internship allows the student to develop connections that assist in acquiring job attainment and ultimately achieving workplace success post-graduation.

Working within organizations, agencies and with community leaders is by its nature community engagement. Based upon the above, you will use the skills you develop to improve the community and enhance the quality of life therein. Your role as a citizen is important. Take the internship experience to learn and position yourself to be a positive force in the community.

### **Required Course Text**

Elmore, T. (2012). *Habitudes for Career Ready Students: The Art of Preparing for a Career*.

Atlanta, GA: Poet Gardener Publishing.

American Psychological Association. (2010). *Publication Manual of the American Psychological Association*. (6<sup>th</sup> edition). Washington, DC: American Psychological Association.

**\*\*You will also need to choose one book from the Suggested Reading List and notify me within 3 weeks of the beginning of your internship of your choice.**

### **SUGGESTED READLING LIST:**

WINNERS NEVER CHEAT, by Jon M. Huntsman

LEAN IN, by Sheryl Sandberg

SERVANT LEADERSHIP: A JOURNEY INTO THE NATURE OF LEGITIMATE POWER  
AND GREATNESS, by Robert Greenleaf

WINNING WITH PEOPLE, by John Maxwell

WHAT GOT YOU HERE WON'T GET YOU THERE, by Marshall Goldsmith and Mark Reiter

THE IDEAL TEAM PLAYER: How to Recognize and Cultivate the Three Essential Virtues,  
by Patrick Lencioni

THE FIVE DYSFUNCTIONS OF A TEAM, by Patrick Lencioni

MANAGING CRISES BEFORE THEY HAPPEN, by Lam Mitroff and Gus Anagnos

THE 4 DISCIPLINES OF EXECUTION, By Chris McChesney, Sean Covey and Jim Huling

THE 21 IRREFUTABLE LAWS OF LEADERSHIP: FOLLOW THEM AND PEOPLE WILL  
FOLLOW YOU, by John Maxwell

LEADERSHP AND SELF-DECEPTION: GETTING OUT OF THE BOX, by Arbinger Institute

### **General Course Policies**

1. **Attendance.** A time sheet will be maintained by student and signed by the internship sponsor at the supervising agency. This course requires a twenty-hour work week at your assigned agency. Any deviation from the work week must be discussed with and approved by the internship sponsor/agency. Excessive absences, tardiness, or failure to maintain the hourly structure required at your assigned internship, may and probably will, cause you to be dropped from the course. Feel free to discuss this issue with the Director of Internships.

2. **Grading.** Your grade will be determined by three factors. First, you will supply an activity report and reflection on your community engagement to be graded by the Communication Studies Director of Internships. This is to be a summary, not just a list of activities. It should be 6-8 pages in length documenting your efforts, achievements, and a reflection on the learning opportunities presented during the internship. The goal is to relate theory into practice. Second, you will submit an end of term paper that evaluates your internship experience. It will outline your career goals and how you intend to achieve them. You are to use your course textbook as a resource for your report. I will not designate how long it should be, but it should be no shorter than six (6) pages. Finally, your internship sponsor will submit an end of term Agency Grade Report to reflect on your performance as an intern. Your grade will be determined as follows: 25% activity report/reflection paper, 25% end of term

paper, and 50% the evaluations provided by the internship sponsor/agency. During the course of the semester, one or more field visits may be made to your work location by the coordinator for onsite evaluation.

3. **Student Academic Policies.** Concerning Academic Honesty, Disabled Student and Services for Disabled Students, and Absences on Religious Holy days may be found at: <http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>

4. Use of Telephones and electronics in academic classrooms and facilities.  
<http://www.shsu.edu/dept/academic-affairs/aps/aps-curriculum.html>

### **Due Dates of Assignments**

**Contact Information and Internship Contract**, due no later than **January 31, 2018** (name of agency, name of supervisor, address/phone number) of the agency you are interning with along with a PHOTO of you at the agency where you are interning. (Photo may be with a sign/logo of the agency you are interning with or a photo of you performing an assignment during your internship). You must submit assignment to the Communication Studies Director of Internships.

**Activity Report/Reflection and Time Sheets**, due **March 9, 2018**. Assignment must be submitted directly to the Communication Studies Director of Internships.

**Term Paper on internship experience and career goals, Time Sheets, Internship Evaluation Form, and End of Term Agency Grade from Internship Sponsor**, due **May 4, 2018**. Assignment must be submitted directly to the Communication Studies Director of Internships.

### **Other Information**

Adhere to work hours, policies, and rules governing professional staff behavior. This includes appropriate attire as dictated by your assigned internship sponsor/agency

Obey agency policy and direction regarding confidentiality and the handling of confidential information.

Assume responsibility for your action and activities and maintain a strictly professional relationship with all clients.

Be courteous and enthusiastic.

Maintain a positive attitude utilizing adult maturity.

Utilize opportunities for learning and community involvement provided by the agency.

**REMEMBER: Internship is a privilege, not a right. This is an initial step into your career. Your potential employers will very likely contact your internship sponsor in regards to your suitability for employment. Although your internship does not guarantee employment, many internships may indeed lead to employment offers. Small things can have large consequences. Expulsion from an internship agency can and probably will result in your failing internship.**

You have been screened and hopefully represent the best of the students we have to offer in Communication Studies. You are not only a reflection on yourself, but the University, the Department of Communication Studies and the Internship Program. I will take infractions of any of the outlined rules seriously and will take what action necessary to maintain the excellent reputation we have in business community and related intern partners.