

**The University of Texas at El Paso
Department of Communication
Summer 2016
COMM 4300: Internship**

MATERIALS AND BIBLIOGRAPHY:

What Color is your Parachute? 2016 edition by Richard N. Bolles

INSTRUCTOR INFORMATION:

Instructor: MBA/MA Eli Garcia
Office: COTTON 205
Office hours: M-R 2:00-4:00 PM
or by appointment

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COURSE CONTENT

Course Description:

The Internship course provides an opportunity for students to gain credit for an internship experience in their chosen field of study. Students must secure an internship position prior to registering in COMM 4300.

Course Learning Objectives:

- Apply classroom knowledge to real-world professional situations
- Develop a stronger understanding of their chosen field of study, industry and/or profession

Course Learning Outcome:

- Develop reflection papers that discuss the overall internship experience
- Obtain a stronger understanding of student's strengths and areas of opportunity through the discussion of performance evaluations with internship supervisors

Course Methodology and Requirements:

- Students will spend all of their time at their internship location
- Students need to fill out the internship agreement form, waiver and provide a letter of acceptance signed by their internship supervisor.
- Students will write one "get to know your organization" report, two (midterm and final) reflection papers about their activities internship experience
- Student's supervisor will provide two (mid-term and final) performance evaluations.

ASSIGNMENTS

Internship Agreement, Waiver and Letter of Acceptance (July 15th)

Students need to fill out the internship agreement form, waiver and provide a letter of acceptance signed by their internship supervisor.

The letter of acceptance should be written by your internship supervisor and provide the following information:

- Internship Title (ex: production intern, editing intern, social media intern, etc.)
- Description of intern's responsibilities/tasks by month
- Number of internship hours per week (max 20)
- Duration of internship (ex.: June 6th –July 29th , 2016, etc.)
- If internship is paid or unpaid

Get to know your Organization (July 15th)

The purpose of this research report is for you to learn a little bit more about the organization for which you are interning. Please write a 3-page report in which you discuss the following topics:

- Organization's Vision and Mission statement, describe in your own words your perception of your organization's mission and vision statement and how do you think your internship position relates to them.
- Organization's Code of Ethics: Analyze the organization's code of ethics and describe what captured your attention from it. How does the organization promote ethical behavior? What are the ethical expectations from its employees, interns, stakeholders, suppliers, community partners etc.? Why do you think a code of ethics is relevant for any organization?. How does the code of ethics relate to the mission and vision of the organization?
- Organizational background: Provide any quick facts about the organization: size, branches, main business, history, fun facts, etc.
- Conclusion: What did you learn from this research exercise about the organization?
- Feel free to include samples of the vision, mission, code of ethics, etc. as an appendix to your report, just make sure you properly cite your sources of information.

Please follow APA style, when citing or using direct quotes.

**Mid-Term Evaluation (July 22nd) and
Final Evaluation (August 19th) from Supervisor**

- Performance evaluation forms are provided in the last pages of this syllabus
- Student needs to provide these forms to their supervisor. Student's supervisor will fill out the performance evaluation form (one mid-term and one final) evaluation.
- Students are expected to discuss their performance evaluations with their supervisors
- Performance evaluations must be signed by both student and supervisor and submitted on time.

Mid-Term Reflection Paper (July 22nd)

(4-5 pages)

- For this assignment you will reflect on the different classroom concepts that you have applied to your internship position.
- Describe how the knowledge, skills, experience you have gained through your internship to this date (mid-term) can help you become a more competitive professional in your field
- Please provide 3 specific examples directly related to how you can apply the knowledge learned in your internship to your chosen professional/academic life.
- Provide a strong conclusion to your document, make sure it flows and proper transitions are applied.
- Use proper citations were applicable.
- Use font 12, double space, times new roman

Final Reflection Paper (Aug 19th)

(4-5pages)

- For this assignment you will reflect on the different topics discussed in the book "What color is your parachute". Please address the following questions in your reflection paper:
 - Describe how your internship experience has provided you with a wider knowledge of the job market for COMM professionals (Ch1)
 - Discuss which could be some valuable job-hunting tips for communication majors (Ch3)
 - Which interviewing tips do you feel are most helpful for communication majors ? (Ch4)
 - Based on Chapter 7's information, how would you describe your professional profile?
 - Conclude your paper by mentioning your internship experience can help you become a more competitive professional in your field

Please submit all assignments on **hard copy** (not email) **to my mailbox in cotton 202 by 4:30 PM on the due date**

GRADING

| | |
|--|--------------------|
| • Internship agreement, letter of acceptance and waiver form | 100 Points |
| • Get to Know your organization report | 100 Points |
| • Midterm reflection paper (4-5 pages) | 200 points |
| • Final reflection paper (4-5 pages) | 200 points |
| • Midterm evaluation | 200 points |
| • Final evaluation | <u>200 points</u> |
| Total Points | 1000 points |

COURSE POLICIES

Deadlines and late work

- All written assignments must be **hard copy** and handed in **on time**, double-spaced and have adequate margins for reviewer comments (about an inch). Use 12-point type, Times New Roman or Courier font
- Deadlines for all written assignments will be strictly enforced. I won't accept assignments after deadline. Missing a deadline is equivalent of not doing the assignment. Communication professionals must meet strict deadlines. I expect you to do the same

Be respectful, professional and ethical:

- **Students are expected show professional and ethical behavior and follow all policies pertaining their place of internship.**

ACADEMIC MISCONDUCT

- The University of Texas El Paso prides itself on its standards of academic excellence and students are expected to uphold the highest standards of academic integrity. Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to cheating, plagiarism, collusion, submitting work for credit that is attributable in whole or in part to another person, taking an examination for another person, and any act that gives or attempts to give unfair advantage.

CASS POLICY

- If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148,

or by email to cass@utep.edu. Or visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.sa.utep.edu/cass. CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

COURSE CALENDAR AND DUE DATES

- **Internship agreement, letter of acceptance and waiver form** **Friday July 15th**
- **Get to know your organization report** **Friday July 15th**
- **Midterm reflection paper (4-5 pages)** **Friday July 22nd**
- **Midterm performance evaluation** **Friday July 22nd**
- **Final reflection paper (4-5pages)** **Friday Aug 19th**
- **Final performance evaluation** **Friday Aug 19th**

Have a great learning experience!

UTEP DEPARTMENT OF COMMUNICATION SUMMER 2016 INTERNSHIP PERFORMANCE EVALUATION FORM

Please check: Midterm Evaluation: __ Final Evaluation: __

Student name: _____

Supervisor's Name and Title: _____

Phone _____ E-mail _____

Place of Internship: _____

Please check as appropriate:

| 1. Student's Performance | EXC | GOOD | AVG | POOR |
|---|------------|-------------|------------|-------------|
| Work Quality | _____ | _____ | _____ | _____ |
| Work Quantity | _____ | _____ | _____ | _____ |
| Accuracy/Thoroughness | _____ | _____ | _____ | _____ |
| Dependability | _____ | _____ | _____ | _____ |
| | | | | |
| 2. Student's Attitude | EXC | GOOD | AVG | POOR |
| Toward the Internship | _____ | _____ | _____ | _____ |
| Toward the Agency | _____ | _____ | _____ | _____ |
| Coworker Relationships | _____ | _____ | _____ | _____ |
| Supervisor Relationships | _____ | _____ | _____ | _____ |
| Response to Supervision | _____ | _____ | _____ | _____ |
| | | | | |
| 3. Student's Abilities/Aptitudes | EXC | GOOD | AVG | POOR |
| Initiative | _____ | _____ | _____ | _____ |
| Creativity | _____ | _____ | _____ | _____ |
| Adaptation to New Tasks | _____ | _____ | _____ | _____ |

| | | | | |
|-----------------------------|-------|-------|-------|-------|
| Maturity/Judgment | _____ | _____ | _____ | _____ |
| Organization Skills | _____ | _____ | _____ | _____ |
| Communication Skills | _____ | _____ | _____ | _____ |

4. **What specific tasks/projects has the intern worked on thus far during the internship?**

5. **What areas/tasks/projects would you like to see the intern tackle or improve on during the remainder of the internship?**

6. **COMMENTS ON ANY OF THE ABOVE (You may attach a separate sheet, if necessary)**

Please review this evaluation with the student intern and have him/her indicate they have discussed it with you by signing below.

Supervisor Signature

Date

Student Intern Signature:

Date

If you have any questions or would like to discuss anything pertaining to this internship, please do not hesitate to contact me.

**Thank you,
 Eli Garcia, Faculty Department of Communication
egarcia11@utep.edu**