

# The University of Texas at El Paso

## Department of Communication

### COMM 4300: Internship

### Summer Session I, 2015

Instructor of record: MBA/MA Eli Garcia

Email: egarcia11@utep.edu

Phone: (915) 747- 5310

Office: COTTON 205

Office hours: Fridays 10:30 AM-1:00 PM and by appointment

#### **About the Course:**

COMM 4300 is a non-lecture course that provides an opportunity for students to obtain academic credit through a practical experience in their chosen field of study. Students must secure an internship position prior to registering in COMM 4300.

#### **Course Learning Objective:**

- Explore the professional characteristics of their chosen field of study
- Develop professional skills in their chosen field of study

#### **Course Learning Outcome:**

- Develop a stronger awareness of their chosen field of study, industry and/or profession
- Obtain a deeper understanding of student's professional strengths and areas of opportunity through the discussion of performance evaluations with internship supervisors

#### **Course Methodology and Requirements:**

- Students need to secure an internship prior to registering in the class.
- Students will spend all of their time at their internship location
- Students will provide the internship agreement form signed by student's supervisor, waiver and provide an internship letter of acceptance (more details in the following pages)
- Students will provide two (mid-term and final) evaluations, which will be filled out and signed by their internship supervisor (more details in the following pages)

#### **Grading:**

- |  |            |
|--|------------|
| • Internship agreement, letter of acceptance and waiver form | 200 Points |
| • Midterm evaluation signed by student and supervisor        | 400 points |
| • Final evaluation signed by student and supervisor          | 400 points |

<b>Total</b>	<b>1000 point</b>
--------------	-------------------

## GRADING SCALE

- A= 1000-900 points
- B= 899-800 points
- C= 799-700 points
- D= 600-699 points
- F= 599 points and below

## ASSIGNMENTS

### Internship Agreement, Waiver, Letter of Acceptance

- Students need to provide the internship agreement form filled and signed by both student's supervisor and the student
- Students need to provide a signed waiver form
- Internship agreement and waiver forms are provided in the last pages of this syllabus.
- Students need to provide an internship letter of acceptance
- The letter of acceptance should be written and signed 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
  - Number of internship hours per week
  - Duration of internship (ex: Summer 2015, June 8th –July 2<sup>nd</sup> 2015, etc.)
  - If internship is paid or unpaid

### Mid-Term and Final Evaluation from Supervisor

- Students will provide two (mid-term and final) evaluations, which will be filled out by their internship supervisor
- Students are expected to discuss their internship performance evaluations with their supervisors
- Performance evaluations **must be signed by both student and internship supervisor**
- Students must submit performance evaluations **on hard copy** on time
- Internship evaluation forms are provided in the last pages of this syllabus.

## Calendar and Due Dates

- Internship agreement, letter of acceptance and waiver: **Wednesday June 10<sup>th</sup>** before 4:30 PM
- Internship Midterm evaluation: **Friday June 19<sup>th</sup>** before 4:30 PM
- Internship Final evaluation: **Thursday July 2<sup>nd</sup>** before 4:30 PM

## COURSE POLICIES

Please submit all evaluations, forms, and letters on **hard copy** to my mailbox in cotton 201 by 4:30 PM on the due date.

### **Be respectful, professional and ethical:**

- Students are expected show professional and ethical behavior and follow all organizational/company policies and rules pertaining to 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](mailto: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](http://www.sa.utep.edu/cass). CASS' Staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

**THE UNIVERSITY OF TEXAS EL PASO  
DEPARTMENT OF COMMUNICATION  
Internship Agreement Form**

---

Last name, first name

---

Student ID number

Contact information: \_\_\_\_\_  
Telephone(s): home and/or cell

\_\_\_\_\_ Email

Agency student placed with:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Agency supervisor: \_\_\_\_\_

Title: \_\_\_\_\_

Supervisor email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Student job title: \_\_\_\_\_

Hours of work per week (15 hours maximum):

Schedule: \_\_\_\_\_

Special conditions (if applicable)

---

Signature of student \_\_\_\_\_ date: \_\_\_\_\_

Signature of supervisor: \_\_\_\_\_ date: \_\_\_\_\_

Signature of Internship Director: \_\_\_\_\_ date: \_\_\_\_\_

**THE UNIVERSITY OF TEXAS EL PASO  
DEPARTMENT OF COMMUNICATION  
Waiver Form**

I, \_\_\_\_\_, for and in consideration of my participation in The University of Texas at El Paso Department of Communication Student Internship Program, acknowledging that my responsibilities concerning participation in such program have been explained to me, and acting for myself, my assigns, and administrator or executor of my estate, do hereby release and discharge The University of Texas at El Paso and its officers, agents, and employees from any and all claims, damages, liability, and causes of action that may arise from or be in any manner associated with, my participation in the program.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

# UTEP DEPARTMENT OF COMMUNICATION SUMMER 2015 INTERNSHIP 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 are the student's strongest professional skills?**
  
- 5. What professional skills would you like the student to 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](mailto:egarcia11@utep.edu)**