The University of Texas at El Paso
Department of Communication

COMM 4300: Internship
Summer Session I, 2015

Instructor of record: MBA/MA Eli Garcia
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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

Total 1000 point
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 2nd 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 10th before 4:30 PM**
- Internship Midterm evaluation: **Friday June 19th before 4:30 PM**
- Internship Final evaluation: **Thursday July 2nd 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. 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.
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
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
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2. Student's Attitude  | EXC | GOOD | AVG | POOR
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<td>Toward the Agency</td>
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<td>Response to Supervision</td>
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3. Student's Abilities/Aptitudes | EXC | GOOD | AVG | POOR
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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