



**PRAIRIE VIEW
A&M UNIVERSITY**

SYLLABUS

COMM 4703 Professional Internship Summer 2019

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|-----------------------------------|---|---|---|
| Instructor: | Lewis Smith, M.S. | | |
| Section # and CRN: | Section P01, CRN 32497 | | |
| Office Location: | Hilliard Hall 205 | | |
| Office Phone: | 936-261-3729 | | |
| Email Address: | lasmith@pvamu.edu | | |
| Office Hours: | MTW 10-11 a.m. | | |
| Mode of Instruction: | Face to Face | | |
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| Course Location: | TBA | | |
| Class Days & Times: | MTWR 5-7:40 p.m. | | |
| Catalog Description: | Semester spent in a professional setting in a communication medium. Direct supervision by media and faculty professionals. This internship will be off-campus unless by permission of department head. This course can be repeated up to 6 semester credit hours. | | |
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| Prerequisites: | Prior completion of 18 hours of communication courses | | |
| Co-requisites: | N/A | | |
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| Required Texts: | None. | | |
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| Student Learning Outcomes: | | | |
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| | Upon successful completion of this course, students will be able to: | Program Learning Outcome # Alignment | Core Curriculum Outcome Alignment |
| 1 | Apply concepts and theories of communication | 1 | Communication Critical Thinking |
| 2 | Communicate ideas effectively and with sensitivity to a variety of audiences | 2 | Communication Critical Thinking Social Responsibility |
| 3 | Demonstrate effective use of a variety of communication tools | 3 | Critical Thinking |
| 4 | Demonstrate communication proficiency for meeting personal and professional needs | 4 | Communication Critical Thinking |
| 5 | Utilize skills learned from internship for future employment | 1,2,3,4 | Communication Critical Thinking |
| 6 | Determine a suitable career path to pursue | 2,3,4 | Communication Critical Thinking |

| Major Course Requirements | | |
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| Method of Determining Final Course Grade | | |
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| Course Grade Requirement | Value | Total |
| 1) Internship Description | 50 pts | 5% |
| 2) Midterm Report | 100 pts. | 10% |
| 3) Final Report | 100 pts. | 10% |
| 4) Midterm Evaluation | 250 pts. | 25% |
| 5) Final Evaluation | 250 pts. | 25% |
| 6) Letter of Performance | 50 pts. | 5% |
| 7) Attendance | 200 pts. | 20% |
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| Total: | 1000 pts. | 100% |
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| Grading Criteria and Conversion: A = 90 – 100% B = 80 – 89% C = 70 – 79% D = 60 – 69% F = 59% or below | | |
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| Detailed Description of Major Assignments | | |
| Grade Requirement | Description | |
| Internship Description | One-page description of internship to be written by student | |
| Midterm Report | Two-page report written by student and submitted to instructor | |
| Final Report | Two-page report written by student and submitted to instructor | |
| Midterm Evaluation | Performance evaluation of student by site supervisor submitted to instructor | |
| Final Evaluation | Performance evaluation of student by site supervisor submitted to instructor | |
| Letter of Performance | Letter by site supervisor submitted to instructor at the end of the internship | |
| Attendance | Record of internship attendance (log-in hours) signed by site supervisor and submitted to instructor. Internship requires minimum of 120 hours. | |
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| | Note: Evaluation and attendance forms are contained in the internship guidelines posted on eCourses. | |
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| Course Procedures | | |
| Taskstream Taskstream is a tool that Prairie View A&M University uses for assessment purposes. One of your assignments will be considered an "artifact," an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in eCourses. | | |
| Instructor Policies Students are expected to: 1. Attend all class sessions, arrive on time, and stay until class ends 2. Submit all assignments on time – NO LATE WORK IS ACCEPTED 3. Complete all required readings on time 4. Participate in class discussions and in-class activities 5. Treat classmates and instructor with respect at all times 6. Avoid using cell phones, mobile devices, computers, or headphones for non-class purposes 7. Avoid talking while the instructor is teaching 8. Avoid talking while other students are asking questions, contributing to class discussions, and/or giving presentations | | |

Semester Calendar*

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| Week 1 | July 8-11 |
| Topic | |
| Assignment | <i>Submit Internship Description, Internship Eligibility Form and Professional Internship Agreement to instructor by July 8. Report to internship site and begin internship according to schedule determined by site supervisor. Begin recording internship hours.</i> |
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| Week 2 | July 15-18 |
| Topic | |
| Assignment | <i>Report to internship site according to agreed schedule.</i> |
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| Week 3 | July 22-25 |
| Topic | |
| Assignment | <i>Report to internship site according to agreed schedule.</i> |
| | Student submits two-page midterm progress report to instructor by July 22 at 10 a.m. Internship Supervisor submits midterm evaluation by email to instructor by July 22 at 10 a.m. |
| Week 4 | July 29-August 2 |
| Topic | |
| Assignment | <i>Report to internship site according to agreed schedule.</i> |
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| Week 5 | August 5 (Last Class Day for Summer Session II) |
| Topic | |
| Assignment | <i>Report to internship site according to agreed schedule.</i> |
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| | Student submits two-page final report to instructor by August 5 at 10 a.m. |
| | Student should make sure site supervisor submits final evaluation by email directly to instructor by August 5 at 10 a.m. |
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*Please note that the above calendar is provisional. As instructor, I reserve the right to make changes, including the addition or deletion of materials.

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission "to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service" and to support the University's core values of "access and quality, diversity, leadership, relevance, and social responsibility" through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty.

Center for Academic Support

The Center for Academic Support (CAS) offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Tutoring Center is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library

COMPASS

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Location: Hilliard Hall 121

University Rules and Procedures

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class, should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.

Academic misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of academic dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Attendance Policy

Prairie View A&M University requires regular class attendance. Excessive absences will result in lowered grades. Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

Disability statement (See Student Handbook):

Students with disabilities, including learning disabilities, who wish to request accommodations in class, should register with the Services for Students with Disabilities (SSD) early in the semester so that appropriate arrangements may be made. In accordance with federal laws, a student requesting special accommodations must provide documentation of their disability to the SSD coordinator.