

**Fall 2018**  
**COM 6190**  
**Syllabus/Internship Packet**

**COM 6190**  
***Journalism Internship***  
***Fall 2018***  
*CRN 11398 Three Credits\**

**COM 6190**  
***Communication Studies / Public Relations***  
***Internship***  
***Fall 2018***  
*CRN 11398/One to Three Credits*

***...and COM 6190***  
***Media Arts and Studies Internship***  
***Fall 2018***  
*Section 11398/One to Three Credits*

*\* Credits for Journalism majors can vary with a second internship*

**Instructor: Dr. Kimmerly Piper-Aiken**  
**Office: 565 Manoogian Hall**  
**Phone Number: 517-862-7417**

**Office Hours beginning 8/29/18:**

**Mondays, 11:30 a.m. - 1:30 p.m.**  
**Tuesdays & Thursdays, noon – 1 p.m.**  
***And by appointment***

## Syllabus: COM 6190 Fall 2018 - August 29th – December 10th

### Journalism, Communication Studies, Public Relations, Media Arts and Studies Internships (1 to 3 credits, repeatable for 6 Credits)

**Course Description:** On-the-job observations and work experience in business, service, social, governmental, and industrial organizations. Emphasis on journalism, public relations, media arts and studies, communication.

**Prerequisites— Print-digital Journalism Major:** COM 4100, feature writing or equivalent, with instructor's consent. **Broadcast Journalism Major:** For TV News internships, COM 5381 TV News Reporting or for all others, COM 2230: Broadcast News Writing (When in doubt, contact instructor.)

**Prerequisites--Media Arts and Studies Major:** 12 credits in *relevant* COM courses; junior standing, with instructor's consent. (When in doubt, contact instructor.)

**Prerequisites--Public Relations and Communication Studies Majors:** 12 credits in *relevant* COM courses. Must have had Public Relations Writing, COM 3170 and be of junior standing, with instructor's consent. (When in doubt, contact instructor.)

#### Requirements:

For 3 credits, students must successfully complete an approved internship that includes a **minimum** of 15 hours a week of on-the-job experience for an entire semester. For 2 credits, there is a 10 hour per week requirement and for 1 credit, there is a 5 hour per week requirement.

**It is the student's responsibility to find an internship.** There is an updated listing of local internship openings online:

<https://waynestatecom.wordpress.com/internships>

However, students can seek out internships at most places where they would like to work in their respective fields. Your professors and instructors may know of other possibilities. A binder containing details of most of the internships is located for in-office-review in the Journalism Office, Room 553 on the fifth floor of Manoogian Hall. The binder cannot be removed from the Journalism Area.

You might also search online for specific internships that would fit well with your individual interests. Be sure to clear these with Dr. Piper-Aiken in advance.

## **The COM 6190 Internship process is very structured.**

- 1) Once an internship has been identified, please clear it with Dr. Piper-Aiken via email. Once it has been cleared, the student should meet with the person who will supervise the internship and have them complete and sign the Internship Approval form.
- 2) When the Approval Form has been signed and submitted, Dr. Piper-Aiken will process an override request for registration. You may submit the form by scanning it and emailing it to her. You may also leave it in her faculty mailbox but should follow up with an email alerting her about when you left the form.
- 3) When registering, the student must **select** the number of credits needed (1-3 credits).
- 4) For Journalism/Broadcast Journalism majors, your first REQUIRED internship must be a 3-credit internship for the full semester.
- 5) Only one internship for credit per semester.
- 6) Before starting the internship, you must schedule an appointment and meet with Dr. Piper-Aiken to review course procedures and requirements.

## **Undergraduate and Graduate Student Learning Outcomes:**

By the end of the semester:

1. Students should be able to demonstrate the use of communication skills in a professional setting through on-the-job experience.
2. Students should be able to exhibit an understanding of job market expectations and standards of job performance in their respective fields.
3. Students should be able to demonstrate creative approaches to networking through professional and academic contacts.

## **Additional Graduate Student Learning Outcomes:**

1. Graduate students should be able to demonstrate clarity, precision, and fluency in written or spoken work for specific audiences as relevant to their internship position.
2. Graduate students should have a sense of disciplinary and professional responsibility, and adherence to ethical guidelines for work in the profession.

\*\*\* Students may have different competency levels regarding these outcomes. Students can expect to achieve these outcomes only if they follow all course policies, attend their internship regularly, complete all tasks on time, and meet all other course expectations.

## Assignments:

- 1) **Weekly Responsibility Reports:** Students must complete and turn in one Internship Responsibility Report each week for 14 weeks. These can be scanned and emailed or delivered to Dr. Piper-Aiken's faculty mailbox in the main Communication Office, 585 Manoogian Hall. Please number each report and turn them in no later than Monday afternoon for the previous week's work.
- 2) **Meetings with Dr. Piper-Aiken:** There are 2 required meetings.
  - a. The first meeting should occur BEFORE you start the internship. Email her for an appointment.
  - b. The second meeting should occur between October 8<sup>th</sup> and 19<sup>th</sup>. Email her for an appointment. This will be a mid-term assessment and the resume is due.
  - c. A third meeting at the end of the semester is optional if you have questions or want to discuss your experience.
- 3) **Prepare Your Own Tip Sheet:** This is due via email to Dr. Piper-Aiken no later than September 30<sup>th</sup>. The full assignment is included on page 10.
- 4) **Create a Resume:** You must create a resume that includes this internship experience and submit it at your mid-term meeting. Make a copy to leave with her that day. If you need help with the resume, ask Dr. Piper-Aiken for ideas.
- 5) **Develop a Portfolio:** You need to create a portfolio of the work you generated through the internship and submit it to Dr. Piper-Aiken for assessment no later than noon Monday, December 10<sup>th</sup>. Please ask if you need help putting this together.
- 6) **Organizational Evaluation Papers:**

**Undergraduates** need to submit a 1,000 word, double-spaced evaluation of the (internship) organization and how interns are used by that organization. A **printed** copy of this is due Monday, November 26<sup>th</sup>. Please deliver it to Dr. Piper-Aiken's mailbox. Keep a copy; the original will not be returned.

**Graduate Students** will write a 10 - 12 page, double-spaced paper analyzing their organization from a management perspective and provide a flow chart showing how power and responsibility flow, who reports to whom, etc. A **printed** copy of this is due Monday, November 26<sup>th</sup>. Please deliver it to Dr. Piper-Aiken's mailbox. Keep a copy; the original will not be returned.

- 7) **Complete Your Internship Final Assessment Form:** This is due no later than noon on Friday, December 14<sup>th</sup>, but can be turned in to Dr. Piper-Aiken any time that week.
- 8) **Verify that the Internship Supervisor has completed the online assessment ABOUT you.** It is due no later than noon on Friday, December 14<sup>th</sup>. Dr. Piper-Aiken will send them a link to an online assessment form.

**EVERYTHING MUST BE TURNED IN ON TIME FOR FULL CREDIT.** Every phase of communication has deadlines. Doing it on time is the nature of the entire communications world and is a standard of professionalism for any field.

**Grading Guidelines:**

Satisfactory, <b>ON-TIME</b> Weekly Responsibility Reports: (10 points deducted per week if turned in late)	280 points
Satisfactory Tips Sheet/Alternate Assignment	220 points
Satisfactory Resume:	200 points
Meetings with Instructor, (2):	100 points
Satisfactory Portfolio Completion:	400 points
Organizational Evaluation Paper:	500 points
Student's Personal Assessment:	200 points
<u>Supervisor's Final Assessment:</u>	<u>600 points</u>

**Total Possible Points** **2,500 points**

**Grading Scale:**     **A = 2,250 – 2,500**                     **C = 1,800 – 1999**  
                                 **B = 2,000 – 2,249**                     **D = 1,700 – 1,799**

**A grade of C- or below (B- for graduate students) is a failing grade for majors in the Department of Communication.**

**Note on Internships:**

Although one internship is required – you are encouraged to do more than one.

## Policy Statements

**Attendance:** You should treat the internship as you would your “dream job.” Be at your place of work on time, every day you are scheduled to be there. You must notify your supervisor in advance if you will be late or have to be absent.

**Incompletes:** Incompletes are reserved for extraordinary circumstances such as personal emergencies that can be documented. An incomplete is granted when in the judgment of the instructor a student can successfully complete the work of the course without attending regular class sessions. University grading policy states that a written contract should be signed by the student and instructor, specifying all work to be completed. Incompletes, which are not converted to a letter grade within one year, will automatically revert to an F (failing grade).

**Religious Observances:** It is Wayne State’s policy to respect the faith and religious obligations of students, faculty and staff. Students with internship schedules that conflict with their religious observances should notify your supervisor in advance so that you can work out a mutually agreeable alternative. If a problem develops, contact Dr. Piper-Aiken.

**Withdrawing from Class:** Students who withdraw from a course after the end of the 2nd week of class will receive a grade of WP or WF.

- WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
- WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested

Students must submit their withdrawal request on-line through Pipeline. The instructor must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. Students who stop attending but do not request a withdrawal, will receive an automatic F (failing grade). The last day to request a withdrawal is Sunday, November 11th. \*\*\*SMART Check is required\*\*\*

Grade Appeals: The college policy for appealing a final grade can be found at:  
<http://cfpca.wayne.edu/files/gradeappeal.pdf>

**Disabilities:**

If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only).

<http://studentdisability.wayne.edu/accommodations.php>

Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services' mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University.

Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.

**Plagiarism/Academic Dishonesty:** Materials that are clearly not the student's own work or which are not appropriately documented will be subjected to close scrutiny. Students are expected to do their own work on all assignments. Students who cheat, fabricate or plagiarize will receive a 0.0 on the assignment and will fail the course if there is a second offense. Plagiarism means the appropriation of another person's ideas, processes, results or words without giving proper credit. All acts of academic dishonesty including cheating and plagiarism will be treated as violations of appropriate student conduct and will be subject to disciplinary action. The University Student Code of Conduct can be found at:  
<https://doso.wayne.edu/conduct/student>

For other information about academic misconduct -  
<https://doso.wayne.edu/conduct/academic-misconduct>

**Internship Approval Form Fall 2018**

This completed form must be returned to Dr. Kimmerly Piper-Aiken, Wayne State University, 565 Manoogian Hall no later than Wednesday, August 29, 2018. Keep a copy of everything you submit for your own records. You may scan and email a copy or leave it in her faculty mailbox.

Student Name:

Major:

Who your internship is for:

WSU BANNER ID # (9 digits)

Student Home Address:

City/State/Zip:

E-mail addresses:

Student Phone Number:

Where are you Interning?

Arranged Internship Work Hours: # of credits

Dates of Assignment (start and end date):

Is this a paid or unpaid internship?

If paid, what terms have been negotiated?

Internship Job Responsibilities: Be As Specific As Possible

- 1)
- 2)
- 3)
- 4)
- 5)

Additional Comments: (You may attach another sheet.)

\_\_\_\_\_  
Student Intern's Signature Date

\_\_\_\_\_  
Intern Supervisor's Signature Date

\_\_\_\_\_  
Intern Supervisor (Print Name), Phone # and e-mail address

\_\_\_\_\_  
Dr. Kimmerly Piper-Aiken Date

Internship Coordinator, Wayne State University  
517-862-7417 [kpiperaiken@wayne.edu](mailto:kpiperaiken@wayne.edu)



**Wayne State University Weekly Internship Responsibility Report  
Fall 2018**

**IMPORTANT: Fill out your name, employer, and the information about your supervisor (below).**

Number each weekly report and submit them by email. Keep a copy of everything for your own records.

Student Name: \_\_\_\_\_ Report Number: \_\_\_\_\_

Employer: \_\_\_\_\_

Week of: \_\_\_\_\_ to \_\_\_\_\_

Total Hours Worked During the Reporting Period:

Specific Comments About the Work You Performed:

How Close Did You Come to Meeting Your Objectives?

Names and Titles of New Professional Contacts Made Last Week:

Major objectives for the week ahead and what should you work hardest to improve?

(Please Print:)

\_\_\_\_\_  
Name of Supervisor

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
E-Mail Address

**Create your own “Tips Sheet” - Due September 30th  
(220 points)**

Now that you have landed your internship, how will you make sure that you are the BEST intern you can be? Every year, organizations HIRE Wayne State student interns for real, paying jobs. And they recommend others for jobs.

1. Your assignment is to search online for “Tips” on how to be a good intern or how to make the most of your internship opportunity. You can try things like “tips for PR interns,” “tips for journalism interns,” or substitute your area of interest.

Please read 3 – 5 tips articles and create your own Tip Sheet with 5 – 10 Tips that you plan to use or have already used in your internship. Please indicate in the heading your field of study/major, along with your name. Be sure to cite the source of your information in this area.

2. Then, read this article, “Ending an Internship on a High Note” and write a paragraph or two about how you plan to end your internship in a positive way.

[www.thebalancecareers.com/ending-an-internship-on-a-high-note-1986791](http://www.thebalancecareers.com/ending-an-internship-on-a-high-note-1986791)

**Please include a list of “works cited,” which should include links to the online sources you used for this assignment.**

**Send this to Dr. Piper-Aiken no later than 9/30/18. [kpiperaiken@wayne.edu](mailto:kpiperaiken@wayne.edu)**

**\*\*\*Graduate students can choose to substitute another assignment based on their Service Learning project or a topic approved by their MA faculty advisor. Please inform Dr. Piper-Aiken of your paper topic, in advance, if you choose this substitute option.**

**Wayne State University Internship Final Assessment  
Student Report Form – Fall 2018**

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

Organization: \_\_\_\_\_

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

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

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

Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

1) Did your supervisor or supervisors provide you with learning opportunities or make an effort to train you? Explain. (Use additional sheets of paper if desired or necessary.)

2) Were you satisfied with the variety and nature of experiences on your internship? Explain.

3) Would you recommend that this publication or organization continue to be used for this WSU internship program? Explain.

4) Finally, summarize your thoughts and observations regarding this internship.  
(Add another page, as needed)