

## INTERNSHIP IN COMMUNICATION ARTS COM 4940

### INSTRUCTOR INFORMATION

<b>Instructor:</b>	María Inés Marino
<b>Office:</b>	VH 203/212 (MMC)
<b>Office phone:</b>	305.348.1984
<b>Office hours:</b>	Email professor
<b>Email:</b>	<a href="mailto:maria.marino1@fiu.edu">maria.marino1@fiu.edu</a>
<b>Drop Date:</b>	Nov. 3 (to receive a DR grade)
<b>Online Course:</b>	<a href="https://fiu.blackboard.com">https://fiu.blackboard.com</a>

### COURSE DESCRIPTION AND LEARNING OUTCOMES

The job learning experiences at approved organizations allow interns to assist and observe all job functions and duties related to various aspects of communication within their respective industry.

#### OVERVIEW

The Internship in Communication Arts offers FIU students opportunities to work in a professional organization for the purpose of gaining supervised practical experience. The Internship provides students the opportunity to utilize, under professional supervision, skills required through normal coursework. It allows the student to observe competent professional models on the job and provides evaluative feedback through these models (both to the student and the institution). Students work a minimum of 18 20 hours a week for the course of the semester for a total of 3 credits. During any given semester, FIU communication arts students have the opportunity to work in Miami, and other locations across the globe. At the end of an Internship, students prepare presentations about their work experiences, and their employer's complete evaluations of their performances. The student and the Internship Instructor review these evaluations and presentations together to assess the success of the internship experience. This helps to ensure that students obtain appropriate experience and maintain good relationships with employers.

#### PREREQUISITES

Must be a Communication Arts Major entering their senior year.

#### POLICY STATEMENT

All internships are subject to approval by the Internship Coordinator or the Department Head. Students are required to get approval of their internship before they begin. Because the internship requires students to get professional experience off campus, no on campus internship will be permitted.

## **COURSE OBJECTIVES**

This course emphasizes learning by doing. Many students receive their first experience working in a professional setting through involvement in this program.

- Develop skills in locating and pursuing employment opportunities.
- Improve interviewing and personal presentation skills.
- Gain new knowledge about business practices and customers relations.
- Prepare students for post-graduation employment.
- Further develops practical skills in a real world context.
- Provides a learning experience for the student that can lead to an entry level job opportunity within the company.
- Provides an opportunity to strengthen student portfolio or resume with practical experience and projects.

Develop in work related personal skills, such as the following:

- Independence: practice being self confident, defining problems and working them out well, asking good questions & working with appropriate independence)
- Judgment: practice using good information and sound reasoning to make productive decisions in appropriate amount of time
- Dependability: learn to carries out assigned responsibilities and meet deadlines
- Initiative: develop ability to volunteer help and make suggestions
- Time Management: improve time organization skills & learn how to perform job tasks efficiently and on time.
- Flexibility: practice coping with change, criticism and problems.
- Appearance: develop a neat, clean, and professional presentation.
- Confidence: practice maintaining ease, self assuredness & emotional stability in difficult situations.

## **STUDENT REQUIREMENTS**

When job and time schedules have been agreed upon, the student will supply the university supervisor with appropriate internship data. At that time, the internship objectives will be outlined and a work schedule will be agreed upon. The hours may be scheduled in varying formats as agreed upon by the job supervisor.

## UNIVERSITY SUPERVISOR

The University supervisor/Intern Instructor serves mainly as a liaison between the job supervisor and the department. In addition, the university supervisor/intern instructor meets periodically with the intern to evaluate and discuss the internship objectives and the job experiences. Should problems arise with the internship the student should contact the university supervisor as soon as possible

## INTERNSHIP INSTRUCTIONS

Students planning to enroll in the internship course may use a current job. Students must submit summary of the position, how it relates to the BA in Comm Arts, hours to be worked with attached schedule and contact information for supervisor. An internship form must be signed and approved. Once a student has procured an internship position, they receive the evaluation sheet to take with them to their place of employment. The instructor will call the supervisor and will also email them an evaluation form.

The company's intern supervisor and the intern should meet at the beginning of the internship and go over the evaluation form and review the criteria for evaluation. Perform well on the job. The internship supervisor can fire any intern who is not performing satisfactorily or who is causing problems. If this occurs, the intern's grade will be an "F". Internships that do not work out for reasons beyond the control of the intern will be dealt with on a case by case basis.

## COURSE STRUCTURE:

Students will write a final report/portfolio and present a summary oral report at the end of the semester.

- **Weekly Reports/Journal:** weekly reports must be typed, edited, and proofread. Weekly reports are submitted to Blackboard Discussion Board.
  1. Describe what you did that week. If you are having problems or have any questions please share with instructor and/or supervisor.
  2. Discuss what skills and knowledge you are developing.
  3. Reports are due each week.
  4. Reports must be at least two full paragraphs of 7-10 sentences each paragraph.
- **Final Report & Portfolio Presentation:** you will submit a final portfolio and report as a ***narrated PowerPoint Presentation*** (minimum of 10 slides-maximum of 30) reflecting on what you learned and gained, what you expected to learn, but did not. Portfolios are submitted to Blackboard Discussion Board. The following points must be addressed in your narrated PowerPoint in detailed:
  5. How did you meet your objectives and overall goal for the internship?
  6. Describe your internship in relation to your field of interest. Incorporate theoretical concepts into your overall assessment.
  7. Evaluate the internship process and site. Describe the strengths and weaknesses of the internship. Address the practical or logistical considerations of the internship.
  8. Describe your experience. What knowledge, skills, interests, etc. did you gain from your internship experience?
  9. Samples (pictures, brochures, link to Webpage, etc.) of work that you completed (or work that you contributed to the completion of) only during your internship.
  10. An introduction should describe the organization, its work, and size, the student's goals, objectives and expectations pre-internship. The body of the presentation

should provide a description of the work the student performed responsibilities, and duties. It should conclude with an analysis of the experience, and an evaluation of the internship

11. The department will evaluate the presentations on their ability to demonstrate that the student learned a significant amount during their internship, and the quality of the communication both written and graphic.

- **Employer Midterm and Final Evaluation:** the supervisor and internship coordinator will conduct evaluations of your written assignments, initiative, and professionalism. You will submit a provided midterm evaluation and final evaluation letters *with appropriate signatures. Evaluations must be scanned and submitted to corresponding course dropboxes.* Evaluations are written by your supervisor and are similar to one page recommendation letter.

### **COURSE CONTENT %**

- Weekly Reports/Journal 40 %
- Final Report & Portfolio Presentation 40%
- Employer Midterm and Final Evaluation 20 % (10 % each)

### **GRADING SCALE**

<b>A</b>	100-94	<b>C</b>	76-74
<b>A-</b>	93-90	<b>C-</b>	73-70
<b>B+</b>	89-87	<b>D+</b>	69-67
<b>B</b>	86-84	<b>D</b>	66-64
<b>B-</b>	83-80	<b>D-</b>	63-60
<b>C+</b>	79-77	<b>F</b>	below 60

### **ACADEMIC INTEGRITY**

This syllabus is a contract of understanding between professor and student. If the assignments and grading system are not acceptable, then the student needs to negotiate a change by midnight Sunday on the second week of class or accept the rules as written.

### **CODE OF ACADEMIC INTEGRITY**

This [Code of Academic Integrity](#) was adopted by the Student Government Association on November 28, 2001 and reflects the values articulated in the Student Code of Standards.

Florida International University is a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning.

Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of Florida International University.

As a student of this university:

- I will be honest in my academic endeavors.
- I will not represent someone else's work as my own.
- I will not cheat, nor will I aid in another's cheating.

All students are deemed by the university to understand that if they are found responsible for academic misconduct, they will be subject to the Code of Academic Integrity's procedures and sanctions, as outlined in the FIU Student Handbook. Students have the right to due process in all disciplinary situations. For additional information concerning student rights and responsibilities, please contact FIU's [Office of Student Conduct and Conflict Resolution](#).

*Note: Intensive auditing of the course will be conducted to prevent academic misconduct.*

## **THE LEARNING CENTER**

The center is available to assist you in the organization and writing of your speeches. They cannot, however, assist with the practicing of your delivery. The website for the LearningCenter is: <http://learningcenter.fiu.edu>

## **STUDENT CODE OF STANDARDS**

A University is a learning community following a tradition more than 1,000 years old. Florida International University is such a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. As a member of this community:

- I will respect the tradition of academic inquiry, the University's rules of conduct, and its mission.
- I will respect the opinions and differences of all members of the FIU community.
- I will practice civility and demonstrate conduct that reflects the values of the institution.
- I will be diligent and honest in my personal and academic endeavors.

The FIU Student Handbook outlines the Student Code of Conduct regarding students with disruptive behavior.

Website: [www.fiu.edu/~sccr/docs/disruptive\\_brochure.doc](http://www.fiu.edu/~sccr/docs/disruptive_brochure.doc)

## **POLICY FOR ASSIGNING INCOMPLETES**

Policy for Assigning an Incomplete "I" Grade

An incomplete grade is a temporary symbol given for work not completed because of serious interruption not caused by the student's own negligence. An incomplete must be made up as quickly as possible but no later than two consecutive semesters after the initial taking of the course or it will automatically default to an "F" or the grade that the student earned in the course. There is no extension of the two semester deadline. The student must not register again for the course to make up the incomplete. Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

Incompletes are awarded only if the student has completed most of the course work. If a student misses a significant portion of the course work, he/she should drop the course. If the drop period has ended, the student may petition for a withdrawal—this requires the student to un-enroll in all of their courses for that semester.

Incompletes are not to be used because a student took on too many credits and they cannot complete everything that is now required of them.

In such cases where the course instructor determines that it appropriate to award a student a grade of "I" (incomplete) the following steps must be followed.

Using an Official University Form the course instructor will report the following:

- The grade earned by the student to date.
- The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment).
- The date the instructor expects the missing work to be submitted or in the case of an examination made up.
- The justification for awarding the grade of "I".
- Have the student sign the form.
- Submit this form to the Department Chair and Dean and maintain a copy for instructor records and provide a copy for the student.
- Upon satisfying the requirements for a grade the instructor will sign off on the form and attach it to the change of grade form she or he will submit.

### **RELIGIOUS HOLIDAYS**

The University's policy on religious holy days as stated in the University Catalog and Student Handbook will be followed in this class. Any student may request to be excused from class to observe a religious holy day of his or her faith.

### **DISABILITY NOTICE**

I understand that there is [Office of Disability Services](http://drc.fiu.edu/) (http://drc.fiu.edu/) available to me should I need it. It is my responsibility to contact them to process my request to have my needs met. I need to follow their procedures as to proper notification to the instructor.

## FIU LIBRARY SUPPORT

The FIU library provides a number of services to distance learning students. For example:

- Students can request a chat session in Blackboard/WebCT for an explanation on how to access library resources.
- Students can request detailed instructions on how to access library resources.
- One-on-One assistance from the Distance Learning Librarian.

For further information, contact Sarah Hammill, Distance Learning Librarian, via email at [hammills@fiu.edu](mailto:hammills@fiu.edu) or call 305-919-5604.

You can visit the FIU Library at: <http://library.fiu.edu/>

## COURSE STRUCTURE:

<b>Due Date</b>	<b>Assignment</b>	<b>Submit To:</b>
Sunday, August 31 at 11:59PM	Weekly Report # 1	Course Discussion Board
Sunday, September 7 at 11:59PM	Weekly Report # 2	Course Discussion Board
Sunday, September 14 at 11:59PM	Weekly Report # 3	Course Discussion Board
Sunday, September 21 at 11:59PM	Weekly Report # 4	Course Discussion Board
Sunday, September 28 at 11:59PM	Weekly Report # 5	Course Discussion Board
Sunday, October 5 at 11:59PM	Employer Midterm Evaluation (Signed Letter)	Course Drop Box (Under Course Content)
Sunday, October 12 at 11:59PM	Weekly Report # 6	Course Discussion Board
Sunday, October 9 at 11:59PM	Weekly Report # 7	Course Discussion Board
Sunday, October 26 at 11:59PM	Weekly Report # 8	Course Discussion Board
Sunday, November 9 at 11:59PM	Employer Final Evaluation (Signed Letter)	Course Drop Box (Under Course Content)
Sunday, November 30 at 11:59PM	Final Narrated Presentation (Portfolio)	Post Narrated PowerPoint to Course Discussion Board