

**COMM 4486 - Internship**  
Fall Semester 2015  
Course Syllabus

**Instructor :** Dr. Patrick Hadley

**Office:** Humanities 144

**Office Phone:** 678-839-4931

**Google Voice:** 404-919-7349 (for urgent communications outside of office hours)

**Email:** D2L Email (preferred email for normal course-related communications)

**Office HrsF2F:** Tuesdays & Thursdays: 11:00 am – 1:30 pm

Fridays: By appointment only

**Office Hrs Virtual:** Tuesdays & Thursdays: 1:30 pm - 3:00 pm; Mondays & Wednesdays: 11:00 am - 12 noon

### **Course Description**

COMM 4486 - Internship is a hands-on, supervised, media field experience to apply and test knowledge and skills, and to network with professionals. Internship must be approved by the internship coordinator. To be approved, the internship must do the following:

- offer experiential learning in Convergence Journalism, Digital Media & Telecommunication, Film & Video Production, and/or Public Relations;
- require majors to intern 45 hours for each credit hour enrolled or 135 hours if enrolled in 3 credit hours; and
- assign interns an immediate supervisor who has academic credentials and/or professional experience in the discipline.

### **Prerequisites:**

- Declared Mass Communications Major
- Junior or Senior status
- ENGL 1102 Minimum Grade: C
- COMM 1154 Minimum Grade: C
- Nine credit hours of COMM 3000-4000 level courses
- Major GPA of 2.5 or above

If you do not meet these prerequisites, you will need to drop COMM 4486, or you will be administratively dropped from the course. If you are not sure, please contact me immediately at phadley@westga.edu.

### **Next Steps After Enrolling**

**Step 1:** After you enroll, you will be required to provide the internship coordinator -- this semester, Dr. Hadley -- an email or letter confirming your internship agreement. This must be provided no later than **Tuesday, August 25, 2015 by 6:00 pm.**

## **Approval of the Internship Site**

**Step 2:** All internship sites must be approved by the Department of Mass Communications' internship coordinator in order to be considered for course credit. Many internship sites already have been approved. See the link below for approved internship sites (scroll to bottom of page for list). [http://www.westga.edu/masscom/403\\_1765.php](http://www.westga.edu/masscom/403_1765.php)

If your internship site has not been approved, you will need to request that your internship become an approved site. Your employer must complete and submit the form at the following link, which addresses the nature of duties that interns will perform at the internship site, as well as the educational and/or professional training of the internship supervisor. This form must be completed no later than **Wednesday, August 26, 2015 by noon.**  
[http://www.westga.edu/masscom/403\\_2833.php](http://www.westga.edu/masscom/403_2833.php)

Please note that approval of an internship site is NOT automatic. If your internship site is not approved by the Department for COMM 4486 internship credit (e.g., because the company is not communications-related, because there is no one with training/education qualified to be your supervisor, or because your duties are not communications-related), you will have to withdraw the course. You can contact the UWG Office of Career Services for information about alternative means of obtaining academic recognition for an internship experience that is not approved for COMM 4486 academic credit through the Department of Mass Communications.

**Step 3:** Please log into the Discussion area for COMM 4486 in D2L on the first day of class and post the requested information regarding your internship and internship supervisor.

**Step 4:** If the internship provider requires an email or letter from the University confirming that you are eligible to receive academic credit to qualify for your internship, please let me know as soon as possible.

### **Special Considerations**

If your internship dates do not align with the semester, you may enroll in COMM 4486 as long as at least 50% of your internship hours are completed within the start and end dates of a given semester. Note that you must enroll by that semester's drop/add deadline.

You may also register for the COMM 4486 more than once. However, only three credit hours of COMM 4486 may count toward your degree requirements. This may be an option if your internship spans more than one semester, or if you wish to document each your internship on your transcript.

### **How you will be evaluated:**

The internship course is designed to track and assess your performance. While the majority of your time will be spent on the internship site, this semester you will be required to complete additional class assignments that will help you to reflect on your internship experience. These

will consist of posting to the Discussion board in D2L responses to 2-3 internship-related questions, approximately every 2 weeks.

Your performance will be graded as Satisfactory (S) or Unsatisfactory (U) based on a combination of your Supervisor Internship Evaluation and performance on class assignments. Class assignments will include answering 2 -3 questions every other week about various aspects of your internship. The initial questions will be posted during the first few days of the semester.

To earn a Satisfactory, you will be required to achieve a minimum of 3.0/5.0 average on your Supervisor Internship Evaluation, and a minimum of 70 on class assignments. [Click here to preview the Supervisor Internship Evaluation.](#)

Note that S & U indicates that credit has been given for completion of a degree requirement and does not count toward or against your GPA (see Undergraduate Catalog).

Additional questions regarding COMM 4486 may be sent to this semester's internship coordinator, Dr. Hadley, at [phadley@westga.edu](mailto:phadley@westga.edu), or via CourseDen email. You also are free to explore the [Internship FAQs](#).