

Internship

COMM-4486

Fall 2020 Section E01 3 Credits 08/12/2020 to 12/05/2020 Modified 08/14/2020

Description

A hands-on, supervised, media field experience to apply and test knowledge and skills, and to network with professionals. Internship must be approved by internship coordinator. To be approved, internship must 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 3 credit hours; assign interns an immediate supervisor who has academic credentials and professional experience in the discipline. Additional Prerequisites: Major; Junior or Senior; minimum of nine credit hours of COMM 3000-4000 level courses; and Major GPA of 2.5 or above. Permission of the Instructor is required.

Requisites

Prerequisites:

ENGL 1102 Minimum Grade: C and COMM 1154 Minimum Grade: C

Corequisites:

Contact Information

Instructor: Patrick Hadley, Ph.D.

Office: Humanities 214

Google Voice: (404) 919-7349

E-mail: CourseDen Email (preferred) or phadley@westga.edu

Virtual Office Hrs: Monday/Wednesday 2:00 pm - 3:00 pm;

Tuesday/Thursday 1:00 pm - 2:30 pm

(via CourseDen email or Google Voice phone/text)

(Other times or communication media, e.g., WhatsApp, can be arranged by appointment)

Materials

1. Required: Site Approval

- a. Your internship supervisor should complete an [Internship Site Approval Form](#) no later than Monday, August 17th at noon, if the internship site is not on the Department of Mass Communications' [approved list](#). For many, your site is already pre-approved and re-approval is unnecessary. Please check with the faculty internship coordinator to determine if a site approval form needs to be completed and submitted.
- b. You must submit the name and contact information for your on-the-job internship supervisor during the first week of classes. Please submit this information via the Discussions Tool in CourseDen.

1. Required: On-site Supervisor Final Evaluation

- a. Your on-site supervisor must provide a final evaluation of your work.
- b. Ask your on-site supervisor what materials you may need.

Recommended: Supplemental readings from selected textbooks, newspapers, magazines and online sites may be suggested throughout the course as well as the viewing of, or listening to, various online, radio, and television programs or examining selected online sites.

Outcomes

- Understand and apply the principles and laws of freedom of speech and press, for the country in which the institution that invites ACEJMC is located, as well as receive instruction in and understand the range of systems of freedom of expression around the world, including the right to dissent, to monitor and criticize power, and to assemble and petition for redress of grievances. *(ACEJMC SLO1)*
- Demonstrate an understanding of the history and role of professionals and institutions in shaping communications. *(ACEJMC SLO2)*
- Demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of diversity in domestic society in relation to mass communications. *(ACEJMC SLO3)*
- Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of mass communications in a global society. *(ACEJMC SLO4)*
- Understand concepts and apply theories in the use and presentation of images and information *(ACEJMC SLO5)*
- Demonstrate an understanding of professional ethical principles and work ethically in pursuit of truth, accuracy, fairness and diversity. *(ACEJMC SLO6)*
- Think critically, creatively and independently. *(ACEJMC SLO7)*
- Conduct research and evaluate information by methods appropriate to the communications professions in which they work. *(ACEJMC SLO8)*
- Write correctly and clearly in forms and styles appropriate for the communications professions, audiences and purposes they serve. *(ACEJMC SLO9)*
- Critically evaluate their own work and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness. *(ACEJMC SLO10)*
- Apply basic numerical and statistical concepts *(ACEJMC SLO11)*

Apply tools and technologies appropriate for the communications professions in which they work. *(ACEJMC SLO12)*

Evaluation

Criteria

The internship grade is based solely on the following:

- The final evaluation from your on-site supervisor
- Your journal entries and reflections via CourseDen
- Submission of samples of your best work at the end of the internship (if applicable)

GRADING SCALE

- **S=Satisfactory**
- **U=Unsatisfactory (no academic credit will be earned)**

Internship Supervisor Final Evaluation: By Wednesday, November 25, 2020, the final day of classes, the on-site supervisor must complete and submit the designated [Supervisor Final Evaluation Form](#) (the faculty internship coordinator will send a password to the on-site supervisor). This document must be submitted before a final grade is provided to the intern. It is the intern's responsibility to remind the on-site supervisor to submit the evaluation form. The final evaluation form may be accessed via the hyperlink above or via the [Mass Communications Internship homepage](#).

e-Journal Entries: You are required to submit a e-journal, posted in the CourseDen Discussions area, answering specific questions posted there about your internship experiences this semester. Your journal entries should respond to specific questions that are presented in the Discussions area.

Assignments

E-Journal Entries

e-Journal Entries: You are required to submit a e-journal, posted in the CourseDen Discussions area, answering specific questions posted there about your internship experiences this semester. Your journal entries should respond to specific questions that are presented in the Discussions area.

You must submit a journal entry for each of the topic areas listed below.

Internship Contact Information (Due Monday, August 17, 2020, at 12:00 Noon)

Please post the following information about your immediate supervisor. This information is necessary so that I can follow up with your supervisor as needed, including sending the password for the final supervisor evaluation.

- Company Name
- Company Mailing Address
- Immediate Supervisor's Name
- Immediate Supervisor's Title
- Immediate Supervisor's E-mail
- Immediate Supervisor's Contact Number

Expectations, Opportunities, Challenges (Due Friday, August 28, 2020 by 11:59 p.m.)

Once you have an opportunity to become familiar with your team members, internship responsibilities/expectations, and work environment/culture, discuss your expectations? Perceived exciting opportunities? Perceived challenges?

Assignments, Projects, Daily Activities (Due Friday, September 18, 2020 by 11:59 p.m.)

What are your major projects and tasks? Have you learned any new skills? Are your assignments to achieve your career aspirations or perform in the industry?

Relationship with Your Employer (Due Friday, October 2, 2020 by 11:59 p.m.)

Are you treated professionally? Do you receive adequate instruction and guidance? Does your internship supervisor observe your work or work closely with you and offer feedback? Are your supervisor's expectations of work quantity and quality consistent with yours?

Courses (Due Friday, October 16, 2020 by 11:59 p.m.)

How did your coursework relate to your internship duties? Did courses adequately equip you with knowledge and skill sets necessary to satisfy internship expectations? Which courses are you glad you completed, and which ones do you wish you had completed prior to interning with your employer?

You Choose (Due Friday, October 30, 2020 by 11:59 p.m.)

Please share whatever piques your interest, e.g., exciting opportunities, missed opportunities, challenges, etc.

Impressions (Due Friday, November 13, 2020 by 11:59 p.m.)

How did your experiences relate to your expectations? What did you learn about the career you plan to pursue or the industry? What was most and least valuable about the internship? Has this experience influenced your career choice?

Schedule

(The schedule is subject to change to reinforce important concepts and maintain some flexibility.)

Dates	Content Topics	Due
Week 1 Wed. Aug. 12	Mon-Classes Begin	No Assignment
Week 2 Mon, Aug. 17	Mon-Submit On-site Coordinator Contact Information Tues.-Drop/Add deadline at 11:59 pm	Mon. by NOON (Special Deadline) -Post "Intern Supervisor Contact Information" in CourseDen Discussions area
Week 3 Fri. Aug. 28	Expectations, Opportunities, Challenges	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Week 4		No Assignment
Week 5		No Assignment
Week 6 Fri. Sept. 18	Assignments/Projects/Daily Activities	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Week 7		No Assignment
Week 8 Fri. Oct. 2	Your Relationship with Your Employer	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Week 9		No Assignment
Week 10 Fri. Oct. 16	Your Courses and Internship	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Week 11		No Assignment
Week 12 Fri. Oct. 30	Personal Choice	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Week 13		No Assignment

Week 14	Overall Impressions	Fri. at 11:59 pm – Post assigned reflection in CourseDen Discussions area
Fri. Nov. 13		
Week 14		No Assignment
Week 15		No Assignment
Week 16	Internship Supervisor Assessment	Wed., November 25th at 11:59 pm – Internship Supervisor Final Evaluation due
Wed. Nov. 25	Last Day of Fall Classes (11/25)	
Saturday, Dec. 12th	Fall 2020 Graduation	

* Course Policies and Resources

Work Samples

If your internship involved writing or creating written, recorded, or online content (e.g., news releases, articles, training materials, invitations, brochures, blog posts, radio segments, TV clips), please include samples of your work with your report. If the material is available online, please include a link to the site where your best work can be viewed.

Attendance/Hours Logged

Your attendance at your internship is **mandatory**, and you are required to log a **minimum of 135 hours**. You should work with your internship supervisor to develop a weekly schedule. It is your responsibility to keep track of your hours and submit them to your supervisor, if requested. Treat this experience as you would any type of professional employment. Show up on time (or earlier) and fulfill all duties. Keep an active line of communication with your supervisor throughout your internship.

🎯 College/School Policies

Mass Communications Degree Program Learning Outcomes

ACEJMC Professional Values and Competencies: The Bachelor of Science degree program in Mass Communications is accredited by the Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Department is committed to preparing students with the requisite knowledge and skills to be successful in the media and communications industries after graduation. The Department has adopted as its Mass Communications degree program learning outcomes ACEJMC's 12 professional values and competencies, known as 6 X 6 MASS COMM SUCCESS, that all graduates of an ACEJMC accredited program should be aware of and able to demonstrate as scholars and professionals in the discipline. For the detailed list of the ACEJMC professional values and competencies, see the [UWG Undergraduate Catalog \(https://catalog.westga.edu/preview_program.php?catoid=11&pooid=1991\)](https://catalog.westga.edu/preview_program.php?catoid=11&pooid=1991) or [ACEJMC - Standard 2. Curriculum and Instruction \(http://www.acejmc.org/policies-process/nine-standards/\)](http://www.acejmc.org/policies-process/nine-standards/).

6 X 6 MASS COMM SUCCESS

[6 X 6 MASS COMM SUCCESS
\(https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG\)](https://www.westga.edu/academics/coss/mass-communications/assets/pics/6x6_MC_Success_Graphic.JPG)

(click to view image)

1. Freedom of Speech & Press
2. History
3. Diversity
4. Global Impact
5. Theory
6. Ethics
7. Think Critically & Creatively
8. Research & Evaluate
9. Write Effectively
10. Self-Evaluate
11. Apply Numbers & Statistics
12. Apply Technology

Film & Video Production Degree Program Learning Outcomes

Overview: The Bachelor of Science degree program in Film & Video Production is designed to train graduates in the field who are agile, adaptable, and able to employ their skills in an array of roles from entrepreneurial content producers to on-set film work, both above and below the line. It will provide students with a comprehensive understanding of the machinery at work behind media production and distribution, along with a set of tangible, marketable, and transferable skills for an array of positions within the infrastructure of film and content production. The FVP degree program learning outcomes include:

1. Demonstrate critical thinking, aesthetic awareness and technical proficiency in the production and assessment of audio-visual film work.
2. Understand all phases and roles of film production in order to help formulate career goals.
3. Understand the various potentials of film as both a commodity for a targeted audience, and an act of authorship and creative expression.
4. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and impact of cinema in a global society.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online](#)

[\(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](#) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

Additional Items
