

## COM 4933 M *Internship* M Fall 2009

**Section:** 001  
**Time/Days:** See syllabus  
**Place:** See syllabus

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Office Hours: TR 12:30-2 p.m. and **by appointment**

### Course Description

The majority of your internship time will be spent working at your host company, but since this is an academic internship, there are several projects you must complete for academic credit. These include:

### Assignments & Projects

Daily Journal/Time Sheet: You will keep a daily journal of your work activities documenting your internship throughout the semester. Your entries will describe the work you engaged in on that particular day. At the end of each shift, write down exactly what communication work you were engaged in and why, then briefly comment on your work. Use AP-style and essay format. You also must sign in and out on your time sheet each day you work. Your supervisor must sign your time sheet weekly.

Meeting Attendance: (5%): We will have three meetings in the Downtown Campus computer lab during the semester. Refer to the *Monthly Schedule* for dates. These meetings are **mandatory**.

Host Evaluations (45%): Your supervisor in your host organization will evaluate your participation formally twice during the semester. You are responsible for making sure that this evaluation is completed and sent to me in a timely manner.

Formal Midterm Progress Report (25%): You will turn in a progress report summarizing your internship experience to date. Use the material from your journal to write this report. I will e-mail you the format to use. Type your responses using AP-style

Midterm Conference: We will discuss your internship and any issues you may have. You will turn in your journal, progress report and time sheet before this meeting begins. **No late work will be accepted.** A resume-writing workshop will be included in this meeting.

Formal Summary Report/Portfolio (25%): Turn in your summary report (four-five pages plus appendices) on your internship experience utilizing material from your journal. Again, I will e-mail you the format. You also may include a portfolio of the work you produced during your internship. Turn in your internship second-half time sheet and your updated resume.

### Policies and Grading

#### The following policies apply:

§ You **must** complete **all** assignments to pass the course.

§ **No late assignments will be accepted.**

§ **Attendance policy:** You will work for your host company 10 - 15 hours a week; 150 total hours must be worked during the semester. You must be on time and ready, willing and eager to work. In some cases, you may need to take the initiative and ask for work; you are not there just to observe the organization. If you are ill, call your supervisor and notify him/her. (Remember, he/she will be evaluating you twice for 45 percent of your grade.)

- You will attend all internship meetings on time; tardiness is as unacceptable as non-professional attire.

§ **Students with Documented Disabilities.** Support services, including registration assistance and equipment, are available through the Office of Disability Services (MS 2.03.18; 458-4157). Students should contact this office before starting classes. Accommodations cannot be made unless students register with this office and provide the instructor with a letter from Disability Services. *Accommodations are not applied retroactively.*

§ **Academic Honesty.** You are expected to write your own papers and do your own assignments. If you are caught cheating, you will receive an F on the exam/assignment and may receive an F in the course. In addition, a letter also will be sent to the department chairman and dean. Cheating is not a minor offense; it can result in your being removed from the university or fired from a job. For additional information regarding scholastic dishonesty, see section 203 of the Student Code of Conduct at [www.utsa.edu/OSJA/section203.htm](http://www.utsa.edu/OSJA/section203.htm).

§ **Grading.** The final grade for this class will be assessed multidimensionally. The following grading scale will apply:  $\geq 90=A$ ;  $80 < 90=B$ ;  $70 < 80=C$ ;  $60 < 70=D$ ;  $< 60=F$ .

## Compositions

You are expected to produce high-quality work. A part of that quality is the appearance of your work. Neatness, visual appeal and mechanical and grammatical correctness matter. Your assignments must have one-inch margins and be double-spaced. AP style must be used. Please consult the spell checker, too. You must type all work, including your journal entries, before you turn them in. Your productions in other media must be just as well-presented.

## Monthly Schedule (Provisional -- Subject to change)

<b>August</b>	Begin internship, daily journals and time sheet. <b><u>Mandatory meeting: 1 p.m. Aug. 27 in DB 1.120</u></b>
<b>September</b>	Continue internship, daily journals and time sheet.
<b>October</b>	Continue internship, daily journals and time sheet. <b><u>Mandatory meeting: 1 p.m. Oct. 22 in DB 1.120</u></b> <b>Midterm Progress Report, journal and time sheet due.</b> First Host Evaluation sent
<b>November</b>	Continue internship, daily journals and time sheet.
<b>December</b>	<b><u>Mandatory meeting: 1 p.m. Dec. 3 in DB 1.120</u></b> <b>Final Report, journal and time sheet due.</b> Second Host Evaluation sent