

SYLLABUS

Course: MCM 498 Professional Internship
Class times: Arranged
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Internship Coordinator refers to the faculty adviser for internships as appointed by the Department of Mass Communication. **Internship Sponsor** refers to the organization and its appointed representative providing the internship.

CATALOGUE DESCRIPTION

An on-the-job application of skills and theories learned in the classroom for students who have completed their sophomore year. Internships are with newspapers, magazines, public relations or media organizations and advertising agencies, and also with businesses, non-profit groups and government agencies.

VALUE OF INTERNSHIPS

Internships provide an essential link between the classroom and workplace. A strong internship program is vital to the SHSU Mass Communication program and is equally valuable to students and employers. From SHSU's viewpoint, an active internship program is a good source of professional input and a way to keep a healthy mix of academe and hands-on experience in the Mass Communication program. From the student's point of view, internships are essential to finding good jobs after graduation. Every step of the process offers valuable experience toward the goal of becoming a professional communicator. From the employer's viewpoint, participation in an internship program helps discover and recruit the best new talent. Internships bring fresh, innovative people into businesses and help ensure the continuation of the profession.

PURPOSE

The objective of MCM 498 is to provide a variety of opportunities for hands-on experiences in the area of career interest. Students are expected to apply their classroom training to practical situations. This internship experience also provides opportunities to build a portfolio demonstrating work experience. There is no text.

CLASS STRUCTURE

Internships during long semesters are arranged around other class commitments. Just as in the workplace, students may be asked to work longer or different hours to meet a deadline. Summer internships may be full or part-time, paid or non-paid.

REQUIREMENTS & PROCEDURES

To begin work on an internship, each student must meet the following requirements:

- Be a MCM (RTV/JRN) major
- Be supervised by a professional in the field

- Meet the minimum requirements of The College of Humanities and Social Sciences*
- Complete the Department of Mass Communication application material provided by the Internship Coordinator (See MCM website.)
- Any student who feels he/she has been turned down for an appropriate internship should contact the chair of the Department of Mass Communication or refer to the internship oversight committee

STUDENT DOCUMENTATION

After the internship is approved and during the course of the internship semester, the student:

- Keeps an informal journal to record experiences, reactions and ideas
- Logs the number of hours spent in the internship
- Keeps samples and clips of work for a portfolio
- Submits a typed report to the SHSU Internship Coordinator every two weeks
- Submits a self-evaluation to the Internship Coordinator at the mid-point of the internship
- Sets up an end-of-semester meeting with the Coordinator, at which the intern submits his or her professionally presented portfolio and a summary report of the entire internship.

TIME REQUIREMENTS

The student must complete a minimum of 150 hours of supervised work at the host organization. The number of completed hours should be verified by the internship supervisor on the evaluation form.

EVALUATION

At the conclusion of the internship, the host supervisor will submit a written evaluation of the student's work to the faculty internship coordinator. This evaluation will contain ratings on the following areas: knowledge of job, initiative, judgment, attitude, quality of work and quantity of work.

The student will receive credit, as posted by the Internship Coordinator, when the Internship Coordinator believes all parts of the internship process as outlined above have been completed. The final grade will be based on the host's evaluation and materials submitted by the student.

Students who think they have been unduly denied credit should contact the chair of the Department of Mass Communication or refer to the internship oversight committee.

This is a three-hour credit course and students receive either a CR (credit) or a NC (no credit). There is no letter grade.

ATTENDANCE

Internships should be regarded in the same manner as a professional job. Excessive lateness or absences are not tolerated in the workplace and are not acceptable in an internship.

STUDENTS WITH DISABILITIES

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

Q-DROPS

Students are allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count toward the limit. Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop the class, the student will be required to remain in the class.

The Q-drop limit took effect with the start of the fall 2004 semester. Any drops accumulated prior to the fall 2004 semester will not be included in the five Q-drop limit. Neither will Q-drops from other universities.

NOTE: A Q-drop is a drop made after the last day for tuition refunds (12th class day for fall/spring; 4th class day for summer) but before the date for which a drop would result in a grade of 'F' - as published in the Academic Calendar.

* To be eligible for an internship in the Department of Mass Communication, the College of Humanities and Social Sciences requires that the student have:

- Completed 72 hours of coursework.
- Completed a minimum of 18 hours in MCM.
- Declared MCM as the academic major.
- Have an overall GPA meeting or exceeding 2.5.

- Have a GPA that meets or exceeds 2.75 in the major and minor.
- Have a grade of 'B' or better in ENG 164, 165 and any technical writing courses.