



COMMS 399R SYLLABUS

*After securing an internship and registering, students are ready to start the internship course.
The course requirements are as follows:*

COURSE INFORMATION & PURPOSE:

Communications 399R is a 1-credit, pass/fail internship experience available to all students doing a communications related internship. The internship course is designed to provide each student with the opportunity to use classroom knowledge in a practical/real-world setting with the support of both a faculty adviser as well as a professional in communications. While the Internship and Career Services Office is a resource, students must locate and secure their own internship. **Please go to commsinternships.byu.edu under “Registration & Syllabi” to read further statements issued by BYU for students enrolling in this credit.**

LEARNING OUTCOMES:

The academic assignments are specifically designed with the intent to enrich the learning experience throughout the internship. The learning outcomes for the internship course are as follows:

1. Students will demonstrate proficiency in research, writing, and technical abilities.
2. Students will demonstrate professionalism by conducting themselves professionally, meeting deadlines, and demonstrating a positive attitude and high level of commitment.
3. Students will demonstrate ethical and legal-sound behavior and show sensitivity to diversity.

COURSE ASSIGNMENTS AND GRADING:

The following chart is a list of required assignments that must be completed throughout the internship. **All materials should be submitted online through the communications internship website (commsinterns.byu.edu).** This is a pass/fail internship. All assignments are mandatory. Grades will be lowered for late or missing assignments. **Students need at least a 70% in the class to receive a “Pass.”**

MEASURE	ASSIGNMENT & CRITERIA	% OF GRADE
Internship Attendance & Progress	Internship Reports <ul style="list-style-type: none"> • Frequency (weekly) • Quality of information & reflection • Hours reported (<i>total required: 70 hours</i>) 	40%
Internship Performance	Employer Evaluation	20%
Learning & Reflection	Student Evaluation Reflection Paper <ul style="list-style-type: none"> • Length, grammar/proofreading, reflection 	20%
Total		100%

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INTERNSHIP REPORTS

DUE DATE	SUBMISSION	% OF FINAL GRADE	LATE POLICY
By 11:59pm each Saturday <i>until you have logged 70 hours of work.</i>	Online at commsinterns.byu.edu	40%	Late reports will not be accepted (<i>see below</i>)

PURPOSE:

The internship reports are the primary place for demonstrating meaningful reflection as you address the learning objectives of the course; resolve problems and challenges; and document observations and feelings related to your internship. The goals of these reports are to:

- Provide a forum for deeper reflection on the internship experience (i.e. observations, projects/tasks, challenges, etc.).
- Provide an opportunity to highlight the progress towards achieving the course learning objectives.
- Provide a venue for constant monitoring, coaching and assessment of the internship experience.

REQUIREMENTS:

Reports should be submitted at the conclusion of every workweek. Reports should contain a minimum of three separate projects/tasks performed during the week leading up to submission.

The reports will prompt you to thoughtfully answer the following questions:

1. What did you work on or accomplish since your last report?
2. What went well? What problems did you face? How did you overcome those?
3. How did you apply classroom knowledge and how did it relate to your coursework?
4. How are you working to accomplish the learning objectives you set at the start of the internship?
5. Are there any problems or concerns that need to be addressed by your professor?

SUBMISSION INSTRUCTIONS:

Reports should be submitted online via the communications Internship website (commsinterns.byu.edu). Use your BYU net ID and password to login. Under the students tab, select your internship, and click on "internship reports." Add a new internship report, fill out the report thoroughly and click the save button. **About a paragraph per question is an appropriate length for these reports.**

Pro Tip: Keeping a brief daily log that documents your experience will be very beneficial. Consider addressing the following questions on a daily basis:

1. What did I learn today?
2. What challenges or frustrations did I encounter today?
3. How did I use critical thinking or problem solving to address this issue?

GRADING:

Students should submit enough reports to account for 70 hours worth of work. Students not meeting the 70-hour requirement will lose 1% off their grade for every hour they are short. Students that fail to report all of their hours will lose no more than 40% off their grade (max amount the internship report category is worth).

LATE POLICY:

Late Policy: Late reports will not be accepted. Reports submitted after the Saturday deadline will automatically lose 5%. If you miss a report, please account for the hours worked in your next report. If reports are submitted late for all of the hours, you will receive a zero in the internship report category.

EMPLOYER EVALUATION

DUE DATE	SUBMISSION	% OF FINAL GRADE	LATE POLICY
Before the last day of classes of the semester/term.	Online at commsinterns.byu.edu	20%	Late evaluations will not be accepted (see below)

PURPOSE:

The evaluation is an assessment tool for the on-site supervisor to provide his or her feedback regarding the student's performance during the internship experience. The on-site supervisor is strongly encouraged to discuss the evaluation with the student upon completion.

REQUIREMENTS:

It is the **student's responsibility** to request an employer evaluation prior to the conclusion of his or her internship hours. The request for the employer evaluation should coincide with the completion of 70 hours or the last two weeks of the semester/term. This allows 1-2 weeks for the employer to complete the evaluation before the semester is over.

SUBMISSION INSTRUCTIONS:

Evaluations should be submitted online via commsinterns.byu.edu. Under the student tab, select your internship, "employer evaluation," and then "send reminder email." This will email your on-site supervisor and remind him or her to fill the evaluation out. Please consistently check online or follow-up with your on-site supervisor to ensure the evaluation is completed in a timely manner.

GRADING:

The employer evaluation is part of your internship performance measure and is worth 20% of your overall grade. Evaluations will receive full credit when completed on time, and with good marks. A poor evaluation from the supervisor will result in a lowered grade on this assignment.

LATE POLICY:

Employer Evaluations submitted after the last day of classes for the term/semester will receive zero credit.

PRO TIP:

It is strongly encouraged that you write a "thank you" letter to your on-site supervisor for the internship experience. Please contact your internship instructor if you need information on how to write a "thank you" letter.

STUDENT EVALUATION

DUE DATE	SUBMISSION	% OF FINAL GRADE	LATE POLICY
1 week after completing your 70 hour requirement, or before the last day of classes of the semester/term. <i>Whichever comes first.</i>	Online at commsinterns.byu.edu	20%	Late evaluations will not be accepted <i>(see below)</i>

PURPOSE:

The student evaluation is an assessment tool for the student to provide feedback regarding his or her internship experience. It will help the department determine how to better prepare students for internships as well as whether or not certain internships should continue to be approved for academic credit.

REQUIREMENTS:

It is the **student's responsibility** to complete the evaluation form on the internship website (commsinternship.byu.edu). The student should fill out the evaluation completely and answer each question accurately and honestly.

SUBMISSION INSTRUCTIONS:

Evaluations should be filled out online via the communications internship website (commsinternship.byu.edu). Use your BYU net ID and password to login. Under the student tab, select your internship, click on "student evaluation," fill out the evaluation form, and click submit.

GRADING:

The student evaluation is part of your learning and reflection measure and is worth 20% of your overall grade. Evaluations will receive full credit when completed thoroughly, thoughtfully, and on time.

LATE POLICY:

Late evaluations will not be accepted. An evaluation submitted later than the established deadline will automatically lose the full 20%.

STUDENT RATINGS:

While not a graded portion of this course, students are encouraged to complete the "student ratings" available through the BYU website at the end of the semester or term. Without your responsible input, we cannot effectively assess and improve teaching performance and student learning. Please be honest, fair, and constructive as you complete your evaluations. These student ratings will be rating your Faculty Advisor (Not the on-site supervisor from your internship).

REFLECTION PAPER

DUE DATE	SUBMISSION	% OF FINAL GRADE	LATE POLICY
1 week after completing your 70 hour requirement, or before the last day of classes of the semester/term. <i>Whichever comes first.</i>	Online at commsinterns.byu.edu	20%	1% deduction per day late.

PURPOSE:

The reflection paper is designed to help you reflect and contextualize the professional activities in which you are engaged. Your paper will display a summary of experiences and incorporate meaningful reflections based on the specific internship experiences as they apply to the established internship objectives.

REQUIREMENTS:

Students must write a one-page summary of their internship telling about the projects they worked on, assignments they were given, and reflecting on his/her internship objectives.

FORMAT:

Assignments that do not follow the format listed below will be subject to a lower grade. Your reflection paper submission must appear as indicated:

- Papers should be double-spaced, 12 pt. font, Times New Roman, with 1" margins on all sides. Papers should be written in AP style. The following right-aligned header should appear on each page: Last name, First name- Reflection Paper. Papers should be saved as a PDF and have the following file name: Last Name, First Name- Reflection Paper. MS Word (.doc, .docx) or Pages files will NOT be accepted.

SUBMISSION INSTRUCTIONS:

Reports should be submitted online via the communications internship website (commsinternship.byu.edu). Use your BYU net ID and password to login. Under the student tab, select your internship, click on "reflection paper," and follow the instructions to upload/submit your assignment.

NOTE: Only PDFs are accepted by the website, no other file types will successfully upload.

GRADING:

The Reflection Paper will make up 20% of your grade. A paper that will earn full credit should show genuine thought and reflection of the internship experience. The paper will be free of grammatical, punctuation, and formatting errors and meet the page requirement. Points will be deducted for the absence of the aforementioned qualities.

LATE POLICY:

Papers submitted after the established deadline will lose 1% off the final grade of the paper, per day late. (EX: If you earn a 20/20 on the paper, but it was submitted three days late, your final grade on the paper will be 17/20.)