

Communication Studies 4201

Communication Internship

Fall 2015

Instructor: Amy Daulton Fannin
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Teaching Schedule:
CMST 4201—Mondays 11:30-12:30
CMST 2064-01, MWF 8:30-9:20 AM
CMST 2064-02, MWF 9:30-10:20 AM
CMST 2064-03, MWF 10:30-11:20 AM

Required textbook:

Anderson, L.E. and Bolt, S.B. (2013). *Professionalism: Skills for Workplace Success* (3rd ed.). Pearson: Boston

Course Objectives:

The purpose of CMST 4201 is to provide students with course credit for completing an internship in the communication discipline. Ideal internships often include event planning, media relations, public relations, sales and marketing, and working in local media outlets. Students receive invaluable professional experience that will aid them in their search for a professional position after graduation.

Disabilities:

The Americans with Disabilities Act and Rehabilitations Act of 1973: If you have a disability that may have some impact on your work in this class and for which you may require accommodations, please see a coordinator in the Office of Disability Affairs (112 Johnston Hall) so that such accommodations may be arranged. After you receive the accommodations letters, **please meet with me as soon as possible to discuss the provisions of these accommodations.**

Midterm and Final Evaluations:

Given the pass/fail grading system, neither a midterm nor final exam will be given in the course. Instead, students must have satisfactory midterm and final evaluations from their direct supervisor. The due dates for the evaluations are on the reading schedule below.

Attendance:

Attendance at each class meeting is mandatory. Please make the proper scheduling adjustments with your internship supervisor to enable you to be in class each week. Weekly logs for the previous week will be collected at each class meeting.

Course Requirements:

Students are expected, in addition to time spent in class, to spend a minimum of an additional 8 hours per week reading and thinking about material and putting forth effort toward the completion of course assignments. Thus, students are expected to devote at least 9 hours per week toward the successful completion of CMST 4201.

This course is a pass/fail course. Students must meet the following requirements in order to pass the class:

1. Each student must find her/his own internship for the spring by **the last day to add classes**. Students who do not meet this requirement will not be able to register for the class.
2. Before registering for the class, each student must provide Dr. Fannin with verification of the internship position. No student will be able to register without this verification. Dr. Fannin will provide each student with the necessary verification form upon acceptance into the class.
3. Interns must work a **minimum of 120 hours** during the semester to complete the internship and **attend the weekly course meeting**.
4. A midterm and final performance evaluation will be conducted by the internship sponsor. These are available on Moodle and should be given to the internship director.
MIDTERM EVALUATION DUE: Week 7—In class
FINAL EVALUATION/PORTFOLIO DUE: Week 13—In class
5. **Weekly logs should be handed in to class during the weekly course meeting**. These logs should include the days worked and time worked on each day, along with a description of responsibilities for the week. Additionally, each log should include a description of communication activities in the workplace. A format for the log will be posted on Moodle.
6. You may choose one of two options for your final project.
Option 1 is a four to six page long paper will be required the week before final exams. This paper should identify three to four communication concepts studied in CMST classes at LSU (e.g., conflict, group work, listening, communication climate). Explain each concept and then discuss your observations of these concepts in the workplace. Give specific examples and draw conclusions about the importance of the communication process in the workplace. You will need to briefly present your paper at the final class meeting during the last week of class. **Emailed papers will not be accepted.**

Option 2 is creating a portfolio of the projects you completed over the semester. Be prepared to share your portfolio with others during the last class meeting of the semester.

PAPERS/PORTFOLIOS DUE: Week 13.

Portfolios will be discussed in class during the final regular week of classes.

Reading Schedule—Weekly Discussion/Reading Schedule

Each weekly class meeting will include a time to discuss internship obstacles or questions. Additionally, each student is responsible for reading the assigned textbook chapter for the week. Career Services will present twice during the semester; no readings are assigned for these weeks.

Week 1—Introduction to course

Week 2—Learning Contract: Goal Setting in the Internship

Week 3—Chapter 1: Attitude, Goal Setting, and Life Management

Week 4—Chapter 3: Time and Stress Management/Organization Skills

Week 5—Chapter 9: Communication

Week 6—Career Services Presentation: Creating Professional Portfolios

Week 7—Midterm Evaluation Meetings

Week 8—Chapter 8: Electronic Communication

Week 9—Career Services Presentation: Career Decision Making

Week 10—Chapter 13: Job Search Skills

Week 11—Chapter 14: Resume Package

Week 12—Chapter 12: Conflict and Negotiation

Week 13—Final Evaluation Meetings

Week 14—Portfolio Presentations

Grading Scale:

CMST 4201 is a pass/fail class. In order to pass the class, students must meet the following criteria:

- 80% class attendance
- Work 120 hours during the semester at their internship
- An average rating of “average” or better on both the midterm and final evaluation from their direct supervisor (see attached evaluations)
- A midterm evaluation meeting with Dr. Fannin
- A final evaluation meeting with Dr. Fannin
- Complete a final paper/portfolio and presentation during the last week of classes

Failure to meet these criteria will result in an a failing grade for the class.