

Summer 2015

Internship Requirements

Students must meet the following requirements in order to pass the class:

1. Each student must find her/his own internship for the summer by **June 8, 2015**
2. Students who do not meet this requirement will not be able to register for the class and an alternate will be contacted to fill the opening.
3. 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.
4. Interns must work a **minimum of 150 hours** during the semester to complete the internship.
5. A final performance evaluation will be conducted by the internship sponsor. These are available on Moodle and should be given to the internship director.

FINAL EVALUATION DUE: July 30, 2015

6. Weekly logs should be posted on Moodle each Friday by 7 PM. 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.
7. 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 unless prior approval has been granted by Dr. Fannin.

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: July 30, 2015

Please schedule a meeting with Dr. Fannin, to review your final project and final evaluation.

Successful completion of the internship, complete weekly logs, a positive final evaluations by the internship sponsor, and a completed final paper are all required for the student to pass the class.