Winter 2019
COM 6190
Syllabus/Internship Packet

COM 6190
Journalism Internship
CRN 21222 Three Credits*

COM 6190
Communication Studies / Public Relations Internship
CRN 21222/One to Three Credits

...and COM 6190
Media Arts and Studies Internship
Section 21222/One to Three Credits

* Credits for Journalism majors can vary with a second internship

Instructor: Dr. Kimmerly Piper-Aiken
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Office Hours beginning 8/29/18:

Mondays, 11:30 a.m. - 1:30 p.m.
Tuesdays & Thursdays, noon – 1:30 p.m.
And by appointment
Syllabus: COM 6190 Fall 2018 – January 7th – April 30th

Journalism, Communication Studies, Public Relations, Media Arts and Studies Internships
(1 to 3 credits, repeatable for 6 Credits)

Course Description: On-the-job observations and work experience in business, service, social, governmental, and industrial organizations. Emphasis on journalism, public relations, media arts and studies, communication.

Prerequisites—Print-digital Journalism Major: COM 4100, feature writing or equivalent, with instructor’s consent. Broadcast Journalism Major: For TV News internships, COM 5381 TV News Reporting or for all others, COM 2230: Broadcast News Writing (When in doubt, contact instructor.)

Prerequisites—Media Arts and Studies Major: 12 credits in relevant COM courses; junior standing, with instructor’s consent. (When in doubt, contact instructor.)

Prerequisites—Public Relations Major: 12 credits in relevant COM courses. Must have had Public Relations Writing (COM 4170), COM 3170 and be of junior standing, with instructor’s consent. (When in doubt, contact instructor.)

Prerequisites—Communication Studies Major: 12 credits in relevant COM courses. Must be of junior standing, with instructor’s consent. (When in doubt, contact instructor.)

Requirements:
For 3 credits, students must successfully complete an approved internship that includes a minimum of 15 hours a week of on-the-job experience for an entire semester. For 2 credits, there is a 10 hour per week requirement and for 1 credit, there is a 5 hour per week requirement.

It is the student's responsibility to find an internship. There is an updated listing of local internship openings online:

https://waynestatecom.wordpress.com/internships

However, students can seek out internships at most places where they would like to work in their respective fields. Your professors and instructors may know of other possibilities

You might also search online for specific internships that would fit well with your individual interests. Be sure to clear these with Dr. Piper-Aiken in advance.
The COM 6190 Internship process is very structured.

1) Once an internship has been identified, please clear it with Dr. Piper-Aiken via email. Once it has been cleared, the student should meet with the person who will supervise the internship and have them complete and sign the Internship Approval form.

2) When the Approval Form has been signed and submitted, Dr. Piper-Aiken will process an override request for registration. You may submit the form by scanning it and emailing it to her. You may also leave it in her faculty mailbox but should follow up with an email alerting her about when you left the form.

3) When registering, the student must select the number of credits needed (1-3 credits).

4) For Journalism/Broadcast Journalism majors, your first REQUIRED internship must be a 3-credit internship for the full semester.

5) Only one internship for credit per semester.

6) Before starting the internship, you must attend an internship orientation session with Dr. Piper-Aiken to review course procedures and requirements.

Undergraduate and Graduate Student Learning Outcomes:

By the end of the semester:
1. Students should be able to demonstrate the use of communication skills in a professional setting through on-the-job experience.
2. Students should be able to exhibit an understanding of job market expectations and standards of job performance in their respective fields.
3. Students should be able to demonstrate creative approaches to networking through professional and academic contacts.

Additional Graduate Student Learning Outcomes:

1. Graduate students should be able to demonstrate clarity, precision, and fluency in written or spoken work for specific audiences as relevant to their internship position.
2. Graduate students should have a sense of disciplinary and professional responsibility, and adherence to ethical guidelines for work in the profession.

***A grade of C- or below (B- for graduate students) is a failing grade for majors in the Department of Communication.

*** Students may have different competency levels regarding these outcomes. Students can expect to achieve these outcomes only if they follow all course policies, attend their internship regularly, complete all tasks on time, and meet all other course expectations.
Assignments:
1) **Bi-monthly Progress Reports:** Students must complete and turn in an Internship Progress Report twice per month, on the 1st and 15th for the full semester. These can be scanned and emailed or delivered to Dr. Piper-Aiken’s faculty mailbox. Please number each report and turn them in by the end of the due date. ALL late reports will lose points.

2) **Meetings with Dr. Piper-Aiken:** There are 2 required meetings.
   a. The first orientation session should occur BEFORE you start the internship. Please contact her if you haven’t received the schedule.
   b. The second meeting should occur between February 18th and March 5th. Email her for an appointment. This will be a mid-term assessment and the resume is due.

3) **Create a Resume:** You must create a resume that includes this internship experience and submit it at your mid-term meeting. Make a copy to leave with her that day. If you need help with the resume, ask Dr. Piper-Aiken for ideas.

4) **Prepare Your Own Tip Sheet:** This is due via email to Dr. Piper-Aiken no later than February 1st. The full assignment is included on page 10.
   (Or Plan B Grad students submit a research proposal by Feb. 1st)

5) **Organizational Evaluation Papers:**
   **Undergraduates** need to submit a 1,000 word, double-spaced evaluation of the (internship) organization and how interns are used by that organization. A printed copy of this is due Monday, April 15th. Please deliver it to Dr. Piper-Aiken’s mailbox. Keep a copy; the original will not be returned. Emailed papers will NOT be accepted.
   **Plan A Graduate Students** will write a 10 - 12 page, double-spaced paper analyzing their organization from a management perspective and provide a flow chart showing how power and responsibility flow, who reports to whom, etc. A printed copy of this is due Monday, April 15th. Please deliver it to Dr. Piper-Aiken’s mailbox. Keep a copy; the original will not be returned. Emailed papers will NOT be accepted.

6) **Develop a Portfolio:** You need to create a portfolio of the work you generated through the internship and submit it to Dr. Piper-Aiken for assessment by Thursday, April 25th.
   (Or Plan B Grad students submit the research paper by April 25th)

7) **Complete Your Internship Final Assessment Form:** This is due no later than noon on Thursday, April 25th, but can be turned in to Dr. Piper-Aiken any time that week.

8) **Verify that the Internship Supervisor has completed the online assessment ABOUT you.** It is due no later than noon on Tuesday, April 23rd. Dr. Piper-Aiken will send them a link to an online assessment form.
EVERYTHING MUST BE TURNED IN ON TIME FOR FULL CREDIT. Every phase of communication has deadlines. Doing it on time is the nature of the entire communications world and is a standard of professionalism for any field. 20 points per day will be deducted for all late assignments.

Undergraduate and Plan A Graduate Student Grading Guidelines:

Satisfactory, Bi-monthly Progress Reports: 7 at 40 points each 280 points
These can start on 1/15/19 & end of 4/15/19
Satisfactory Tips Sheet 220 points
Satisfactory Resume: 200 points
Meetings with Instructor, (2): 100 points
Satisfactory Portfolio Completion: 500 points
Organizational Evaluation Paper: 500 points
Student’s Personal Final Assessment Form 200 points
Supervisor’s Final Assessment: 500 points
Total Possible Points 2,500 points

Plan B Graduate Student Grading Guidelines

***Graduate students can choose to substitute a major research paper assignment based on their Service Learning project or a topic approved by their MA faculty advisor.

A typed paper proposal/topic is due by 2/1 and can be emailed to Dr. Piper-Aiken Final research paper due by 4/25, hard copy to Dr. Piper-Aiken’s mailbox

Satisfactory, Bi-monthly Progress Reports: 7 at 40 points each 280 points
These can start on 1/15/19 & end of 4/15/19
Satisfactory Resume: 200 points
Meetings with Instructor, (2): 100 points
A typed paper proposal/topic 220 points
Research Paper Assignment: 1000 points
Student’s Personal Final Assessment Form: 200 points
Supervisor’s Final Assessment: 500 points
Total Possible Points 2,500 points

Grading Scale: A = 2,250 – 2,500 C = 1,800 – 1999
B = 2,000 – 2,249 D = 1,700 – 1,799
Policy Statements

Incompletes - Incompletes are reserved for extraordinary circumstances such as personal emergencies that can be documented. An incomplete is granted when a student has submitted the majority of their work and can successfully complete the work of the course without attending regular class sessions. The contract for incomplete work must be filed with the department office at the time of the grade assignment. See link for the form: https://wayne.edu/registrar/pdfs/incomplete.pdf Incompletes, which are not converted to a letter grade within one year, will automatically revert to an F (failing grade). The instructor may choose a deadline sooner than one year and it is that date that will hold.

Grade Appeals - The college policy for appealing a final grade can be found at: http://cfpca.wayne.edu/files/gradeappeal.pdf

Religious holidays - Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

Student Disabilities Services - If you have a documented disability that requires accommodations, you will need to register with Student Disability Services for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. The SDS telephone number is 313-577-1851 or 313-202-4216 for videophone use. Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. You can learn more about the disability office at www.studentdisability.wayne.edu

To register with Student Disability Services, complete the online registration form at: https://wayne-accommodate.symplicity.com/public_accommodation/

Students who are registered with Student Disability Services and who are eligible for alternate testing accommodations such as extended test time and/or a distraction-reduced environment should present the required test permit to the professor at least one week in advance of the exam. Federal law requires that a student registered with SDS is entitled to the reasonable accommodations specified in the student’s accommodation letter, which might include allowing the student to take the final exam on a day different than the rest of the class.
Counseling and Psychological Services (CAPS). It is quite common for college students to experience mental health challenges, such as stress, anxiety and depression, that interfere with academic performance and negatively impact daily life. Help is available for any currently enrolled WSU student who is struggling with a mental health difficulty, at WSU Counseling and Psychological Services (caps.wayne.edu; 313 577-3398). Other options, for students and nonstudents, include the Counseling and Testing Center, & the Counseling Psychology Training Clinic, in the WSU College of Education (coe.wayne.edu/tbf/counseling.center-index.php).

Services at all three clinics are free and confidential. Remember that getting help, before stress reaches a crisis point, is a smart and courageous thing to do – for yourself, and for those you care about. Also, know that the WSU Police Department (313 577-2222) has personnel trained to respond sensitively to mental health emergencies at all hours.

Academic Dishonesty -- Academic misbehavior means any activity that tends to compromise the academic integrity of the institution or subvert the education process. All forms of academic misbehavior are prohibited at Wayne State University, as outlined in the Student Code of Conduct (https://doso.wayne.edu/conduct). Students who commit or assist in committing dishonest acts are subject to downgrading (to a failing grade for the test, paper, or other course-related activity in question, or for the entire course) and/or additional sanctions as described in the Student Code of Conduct.

- Cheating: Intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise. Examples include: (a) copying from another student’s test paper; (b) allowing another student to copy from a test paper; (c) using unauthorized material such as a "cheat sheet" during an exam.
- Fabrication: Intentional and unauthorized falsification of any information or citation. Examples include: (a) citation of information not taken from the source indicated; (b) listing sources in a bibliography not used in a research paper.
- Plagiarism: To take and use another’s words or ideas as one’s own. Examples include: (a) failure to use appropriate referencing when using the words or ideas of other persons; (b) altering the language, paraphrasing, omitting, rearranging, or forming new combinations of words in an attempt to make the thoughts of another appear as your own.
- Other forms of academic misbehavior include, but are not limited to: (a) unauthorized use of resources, or any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users; (b) enlisting the assistance of a substitute in the taking of examinations; (c) violating course rules as defined in the course syllabus or other written information provided to the student; (d) selling, buying or stealing all or part of an un-administered test or answers to the test; (e) changing or altering a grade on a test or other academic grade records.
**Course Drops and Withdrawals:** In the first two weeks of the (full) term, students can drop this class and receive 100% tuition and course fee cancellation. The withdrawal will not show up on the transcript. Withdrawals that occur after the second week of classes are recorded on the transcript. Students who wish to withdraw from the class must initiate a withdrawal request on Academica. The instructor must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved. You will receive a transcript notation of WP (passing), WF (failing), or WN (no graded work) at the time of withdrawal.

No withdrawals can be initiated after the end of the tenth week. Students enrolled in the 10th week and beyond will receive a grade. Because withdrawing from courses may have negative academic and financial consequences, students considering course withdrawal should make sure they fully understand all the consequences before taking this step. Students who stop attending but do not request a withdrawal will receive an automatic F (Failing graded). Instructors may also deny the withdrawal request. More information on this can be found at: [http://reg.wayne.edu/students/policies.php](http://reg.wayne.edu/students/policies.php)

**Attendance:** You should treat the internship as you would your “dream job.” Be at your place of work on time, every day you are scheduled to be there. You must notify your supervisor in advance if you will be late or have to be absent.

**Student Services**
- The Academic Success Center (1600 Undergraduate Library) assists students with content in select courses and in strengthening study skills. Visit [www.success.wayne.edu](http://www.success.wayne.edu) for schedules and information on study skills workshops, tutoring and supplemental instruction (primarily in 1000 and 2000 level courses).
- The Writing Center is located on the 2nd floor of the Undergraduate Library and provides individual tutoring consultations free of charge. Visit [http://clasweb.clas.wayne.edu/writing](http://clasweb.clas.wayne.edu/writing) to obtain information on tutors, appointments, and the type of help they can provide.
IMPORTANT: Fill out your name, employer, and the information about your supervisor (below).
Number each report and submit them by email.
You should keep a copy of everything you submit for your own records.

Student Name: ________________________________________________________    Report Number: _____________
Employer: ______________________________________________________________________
Time period: _______________________________________    to
____________________________________________________________________________

Total Hours Worked During the Reporting Period:

Specific Comments About the Work You Performed:

How Close Did You Come to Meeting Your Objectives?

Names and Titles of New Professional Contacts Made Last Week:

Major objectives for the week ahead and what should you work hardest to improve?

(Please Print:)

Name of Supervisor

Organization

Phone Number

E-Mail Address
Create your own “Tips Sheet” - Due February 1st  
(220 points)

Now that you have landed your internship, how will you make sure that you are the BEST intern you can be? Every year, organizations HIRE Wayne State student interns for real, paying jobs. And they recommend others for jobs.

1. Your assignment is to search online for “Tips” on how to be a good intern or how to make the most of your internship opportunity. You can try things like “tips for PR interns,” “tips for journalism interns,” or substitute your area of interest.

   Please read 3 – 5 tips articles and create your own Tip Sheet with 5 – 10 Tips that you plan to use or have already used in your internship. Please indicate in the heading your field of study/major, along with your name. Be sure to cite the source of your information in this area.

2. Then, read this article, “Ending an Internship on a High Note” and write a paragraph or two about how you plan to end your internship in a positive way.

   www.thebalancecareers.com/ending-an-internship-on-a-high-note-1986791

Please include a list of “works cited,” which should include links to the online sources you used for this assignment.

Send this to Dr. Piper-Aiken no later than 2/1/19. kpiperaiken@wayne.edu

*** Or Plan B Grad students submit a research paper proposal by Feb. 1st
Wayne State University Internship Final Assessment
Student Report Form – Winter 2019

Student Name: _____________________________________________________________

Organization: _____________________________________________________________

Supervisor Name: ___________________________________________________________

Title: _____________________________________________________________________

Address: ___________________________________________________________________

Phone #: ___________________________________________________________________

E-Mail Address: _____________________________________________________________

1) Did your supervisor or supervisors provide you with learning opportunities or make an effort to train you? Explain. (Use additional sheets of paper if desired or necessary.)

2) Were you satisfied with the variety and nature of experiences on your internship? Explain.

3) Would you recommend that this publication or organization continue to be used for this WSU internship program? Explain.

4) Finally, summarize your thoughts and observations regarding this internship. (Add another page, as needed)