



**Prerequisite: Cumulative GPA of 2.00 or better; COMM 20000 'Foundations' with a grade of C (2.0) or better and pass the Grammar Requirement; and junior standing (60 credit hours completed).**

Questions should be directed to the Internship/Practicum Coordinator: Professor Lisa Waite. School of Communication Studies, Kent State University at Stark / 6000 Frank Ave. NW North Canton, Ohio 44720. [lawaite@kent.edu](mailto:lawaite@kent.edu) / 330-244-3410.

### **COURSE LEARNING OUTCOMES:**

This course is intended to provide the student with the opportunity to apply theory and principles to the workplace. The Internship should provide the student with a professional experience and responsibilities similar to those experienced by students hired into their first job after college graduation.

**Purpose:** The Internship experience is intended to provide the student with the opportunity to apply theory and principles to the workplace. The Internship should provide the student with a professional experience and responsibilities similar to those experienced by students hired into their first job after college graduation. (not a parking valet, fast food attendant, lifeguard, etc.)

**REGISTRATION:** It is the policy of Kent State University that students are not permitted to attend classes for which they are not officially enrolled. It is the student's responsibility to ensure proper enrollment in classes. You are advised to review your official class schedule during the first two weeks of the semester to ensure proper enrollment. Should you find an error in your class schedule, you must correct it prior to the course registration deadline. The last day to register for this course is 11:59 pm. On \_\_\_\_/\_\_\_\_/\_\_\_\_. If registration errors are not corrected by that date and you do continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive a grade at the conclusion of the semester.

### **COURSE POLICIES**

In accordance with University policy, if you have a documented accessibility need and require accommodations to obtain equal access in this course, please contact Professor Waite at the beginning of the semester or when given an assignment for which an accommodation is required. Students requiring accessibility must verify their eligibility through the Office of Student Accessibility Services located in the lower level of the Stark Campus Center. This policy can be found at: <http://www.kent.edu/sas/policies-and-procedures>.

**Meetings:** The student and Professor Waite will have a mandatory syllabus meeting and one required practicum meeting (more meetings may be scheduled at Professor Waite's discretion). Draft documents should be available at the scheduled meeting. Any problems or concerns

that the student is experiencing with the practicum should be noted during this meeting. **(15 points each = 30 points)**

**Supervisor Evaluation Form:** The site supervisor from the organization or agency responsible for supervising the student will be provided with evaluation forms. The evaluation is intended to reflect the student's progress and performance during the practicum experience and will be used, in part, to evaluate performance in the course. **(20 points)**

### **COURSE REQUIREMENTS / INTERNSHIP PORTFOLIO**

Your portfolio is a formal collection of work that occurred during your practicum. You will submit a **hard copy** of your portfolio for grading. Professor Waite will return this to you for necessary revisions. You will resubmit the tidied-up version in **PDF format** which is retained by Kent State University. Criteria information is included herein and located on the web site at [www.kent.edu/comm](http://www.kent.edu/comm) **(200 points)**

The conscientiously prepared portfolio not only showcases your competencies to others by providing a panoramic view of your professional development, but also functions as a personal reminder of what you have already accomplished. It is very important that the projects are free of spelling and grammar errors. All projects in the portfolio must be presented as clean copies free of instructors and /or project director comments, corrections, etc. You may not turn in copies that have been corrected or have editing marks.

***Take pride in picking a theme and developing the cover. Be sure to illustrate the theme throughout! These portfolios can serve to boost any job interview by demonstrating the variety of skills you bring to an organization.*** A theme reflects you in some manner, or the organization you partnered with. This includes a colored cover page (company logo, or other visual--with the theme reflected throughout on section title pages and journal pages, e.g. headers with graphics, stickers, titles. This is optional for the self-reflective and research paper, which are fine to be strictly APA format.

Work submitted under your name must be your work. Any material taken from other sources must be properly attributed throughout the portfolio. If you include collaborative projects in your portfolio, be sure that you credit the other writers and explain your contribution to the piece in the project introduction.

**Although not mandatory, you may want to include sample projects. If so, scan pamphlets, brochures, and other work samples.** If you do include sample projects, briefly describe the nature of the task. For example: ***The following page represents graphics for a newsletter I created. I completed this with Photoshop and found most of the project enjoyable. There were a***

*few frustrations I ran into in learning Photoshop such as blah blah blah. Overall, I am more confident in crafting this type of communication / media resource.*

**Portfolios will include the following items:**

**1. A table of contents followed by a 1-2 page introduction:** Describe where you spent your field experience. How did you come to find the organizational partnership? What type of business is it (health care, education, non-profit, etc.)? Who was your site supervisor? Offer a short summary of your primary tasks such as social media, human resources, public relations, copy writing, etc. This should frame the experience for the reader.

**2. Reflective Journal and Time Log:** You will maintain a journal and log of the field experience. You should make two journal entries a week that are insightful and discuss how theory is demonstrated in your daily activities. The journal should also include a reflective synopsis of your activities, a summary of the information covered in meetings with your course advisor, including date and time; and any other relevant information. The journal must be typed. **IN A FEW SENTENCES, MAKE A CONNECTION BACK TO THE CLASSROOM FOR EACH ENTRY. PLEASE PUT THESE IN BOLD FONT, AS THEY ARE EASY TO IDENTIFY.** e.g., “Today I gave a presentation, and I remembered to apply the principle of ‘open big, close bigger’ that I learned in Professor Waite’s High Impact Speaking class.’

The **time log** appears in calendar format reflecting a clear summary of the contact hours completed daily with the organization or agency. Type these and summarize hours monthly. The site supervisor signs each calendar page.

**EXPERIENTIAL PAPER: 8-10 pages** Each student will submit a research paper based on the field experience. The notations in your journal should be used as the foundation for your experiential paper. This paper discusses how organizational theory is demonstrated in daily practice and how the skills and knowledge you gained could be helpful in a communication career. The paper is double spaced and typewritten in APA format. The paper is evaluated on content and form. This includes your explanations, organization, language precision, grammar, and spelling. (don’t forget in-text citations!) **MAKE SURE TO ‘WEAVE’ THEORY INTO YOUR FIELD EXPERIENCE.**

**IMPORTANT!!** The **FINAL** copy is submitted as a **PDF to Professor Waite**. Please include **hard copies of the original work to verify revisions.**

## Due Dates & Course Schedule (student retains)

_____	Mid-semester meeting(s) with Professor Waite (Be prepared to discuss draft documents at this time) 330-280-2888...if you can't call me on this date, send an email informing me and call within 24 hours.
_____	Mid-semester evaluation due from site supervisor
_____	The <b>graded</b> portfolio is due (Paper, Journal, and Log)
_____	Final <b>PDF electronic</b> version of portfolio due
_____	Last day of Classes

### PRE-WORK:

1. Provide a description (2 pages double spaced - typed) of your internship or practicum role. Discuss how this experience will support future career goals and learning objectives.
2. Your site supervisor must provide a brief description of their needs **on organizational letterhead** and identify the communication tasks you will perform. The supervisor should email this to Professor Waite: lawaite@kent.edu

## Internship & Practicum in Applied Communication /Information and Syllabus Agreement

PLEASE COMPLETE, SIGN AND **RETURN TO PROFESSOR WAITE**

Name: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Email Address (Print Clearly): \_\_\_\_\_

Concentration: \_\_\_\_\_

Name and address of organization/agency: \_\_\_\_\_

\_\_\_\_\_

Name, email address and phone number of site supervisor:

\_\_\_\_\_

I, \_\_\_\_\_ (print name) as a student enrolled in Comm Practicum in Applied Communication Course (COMM 46092) have read this syllabus. I understand what is expected of me regarding:

Class Requirements \_\_\_\_\_ (initials)

Course Policies \_\_\_\_\_ (initials)

Applied Portfolio \_\_\_\_\_ (initials)

Due Dates \_\_\_\_\_ (initials)

Meetings \_\_\_\_\_ (initials)

\_\_\_\_\_ I understand that the grade I earn at the initial submission is my final grade.

My signature below acknowledges my agreement and understanding of the syllabus, course requirements, and pledge to abide by all aspects mentioned herein.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

 **KENT STATE UNIVERSITY** School of Communication Studies

Experiential Learning Credit Application (**Professor Waite's copy for student's file**)

Please circle the course you wish to enroll.

- 45092 Internship (elective credit) 3 credits or 6 credits
- 46092 Practicum (for Applied Comm majors only)
- 45196 Individual Study

**Student Information**

Name:

Address:

Banner ID:

Email:

Phone:

**Company Information**

Site supervisor name:

Title:

Email:

Company Name:

Phone:

Address:

City/State:

Zip:

**Prospectus for Project**

Identify the Nature of Final Product: I will submit...

- Internship: Log, journal and 8-10 page theory critique
- Practicum: Portfolio
- Individual Study: Project Title

Hours to complete

- 130 for Internship 3 credit hours (COMM 45092)
- 260 for Internship 6 credit hours (COMM 45092)
- 150 hours for Practicum (COMM 46092)

**Please note that this registration is not final until Professor Waite verifies eligibility of your GPA, credit hours, and appropriate course preparedness that may include completion of grammar test and Foundations class.**

Professor Waite's copy for student file

I am a Communication major with senior standing or I have obtained special permission to register for these credits

I have least a 2.0 cumulative GPA and 2.25 major GPA.

No more than 6 hours combined of 45092, 46092, 45196 apply toward major requirements.

Internship credit does NOT take the place of a required course. I will receive either a grade of "S" or "U" for Internship and Individual Study and a letter grade for 46092.

I will complete 130 'work' hours for every 3 credits of Internship (260 for 6 credit hours); I will complete 150 'work' hours for the Practicum. Attached is a detailed job description on company letterhead. I agree that I have met all requirements.

Student Signature: \_\_\_\_\_

Professor Waite Signature: \_\_\_\_\_

**SPECIAL PERMISSION TO ENROLL FORM COMMUNICATION INTERNSHIP (45092) OR COMMUNICATION PRACTICUM (46092)**

Take this signed document to student services office on the first floor of Main Hall, Stark Campus. The front desk associate will pass it on to a Communication advisor who will allow you web access to register. This may take 24-48 hours an **Remember to register!!—This is your responsibility.**

**Experiential Learning Credit Application**

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Student Signature: \_\_\_\_\_

Professor Waite Signature: \_\_\_\_\_

**Reason for override approval: \_\_\_\_\_ Special Approval \_\_\_\_\_ Other**

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**Office Use Only**

Date Received  
Email Sent

Permit Issued Semester term