

**Course Syllabus
Spring 2015
SOC Internships**

Communication Studies, Film and Digital Media Studies, Digital Storytelling and Ad/PR

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Class Meets: SOC 010

Course Objectives:

- 1) To enhance your communication skills in a professional workplace
- 2) To develop professional competencies in a specialized area consistent with your internship
- 3) To evaluate your interest in pursuing post-baccalaureate work related to internship competencies.

Requirements:

You will receive separate inquiries from the Center for Experiential Learning. Please be sure to report your activities so that the university can meet its federally mandated reporting requirements. You may register your internship by going to this link:

https://locus.luc.edu/pa91prd/locus_help/Entering_Experiential_Learning_Information_in_LOCUS.pdf

We will meet as a group ONCE during the semester; please mark your calendars.

Wed. Feb. 12th in SOC 010 WTC 7:00-9:30 pm

Time Sheets: You will need to document the number of hours spent working at your internship. The expectation for the course over the semester is 10-12 hours per week. It is a good idea to share this syllabus with your on-site supervisor. The minimum number of hours to complete is 150.

All coursework should be submitted electronically on SAKAI:

- **Late submissions will be penalized 5 points per day up to three days (after that, a zero will be assigned)**
- **Communication Studies, Digital Storytelling and FDM work should be submitted in “forums” on Sakai for Spring 2015 COMM 393**
- **Ad/PR work should be submitted in “forums” on Sakai for Spring 2015 COMM 391**
- **Interim Reports should be submitted in word format, approximately 400-500 words, double spaced in narrative form**

This work is graded; evaluative criteria are ***thoughtfulness, reflective insight and general quality (university level writing)***. Since you are receiving academic credit for the internship, please do not assume that only your on-site work is evaluated. Your critical reflections are of equal importance.

Important Note: I am available for individual meetings by appointment at ANY time during the semester if you have concerns or questions related to experiences at your internship site. As well, if you have general questions, do not hesitate to get in touch over e-mail to hrockwe@luc.edu I will usually respond to you within 1-2 days.

The following pages outline assignment requirements and due dates:

Five Progress Reports accompanied by time sheets signed by your on-site supervisor

Report 1: DUE FEB. 19th

What were your specific activities during your first three weeks of the internship? How does this activity help you reach your overall learning goals for the internship? How would you assess your learning and performance during the first three weeks?

Signed time sheet also due.

Report 2: DUE MAR. 12th

What were your specific activities during your second three weeks of the internship? How did your duties change? What have you learned about your own communication skills in a professional environment? What have you found challenging about the work, human relationships, others' communication with you, etc.?

Signed time sheet also due.

Report 3: DUE MAR. 26th

What were your specific activities and responsibilities during this three week period? What have you not done in your internship that you want to do? What have you learned the most about so far?

Signed time sheet also due.

Report 4: DUE APR. 9th

What were your specific activities and responsibilities during the last two weeks? Assess your current progress on each of your learning goals. What have you done to date to move your learning objectives forward?

Signed time sheet also due.

Report 5: DUE APR. 23rd

What were your specific activities and responsibilities during this two week period? What is your perspective about pursuing a professional life in the area of your internship? What specific skills have you developed that will help you in this (or another) area of expertise?

Signed time sheet also due.

Criteria for Academic Performance:

Completing Engaged Learning File on Locus:	Required for Course Credit
Five Progress Reports:	150 pts. (30 points each)
Final Paper Evaluating Experience:	100 pts.
Attendance and Participation at Group Meeting:	100 pts.
Quality of Supervisor Evaluation:	150 pts.

Grading Scale:

475-500	A
450-474	A-
435-449	B+
425-434	B

400-424	B-
385-399	C+
375-384	C
350-374	C-
335-349	D+
325-334	D
Below 325	F

One last (but significant) note: You are receiving academic credit for doing this internship; therefore, there are two important components to this process: a) what you are doing and learning as an intern, and b) how you process and reflect on those experiences, considering the competencies you have learned in Loyola's School of Communication. While you may be spending the largest number of hours doing the practical work of the internship, to neglect the academic requirements would be an error in judgment.

Final Paper Assignment

Due APR. 30th

No late papers will be accepted.

Final signed time sheets also due.

Final document should be typed, double spaced and no more than five pages in a font size no smaller than 10.

Part I: Learning Question

Revisit your learning objectives from the forms you completed in order to get the internship. Reflect on how well you met those objectives, or in some cases, whether the objectives could have been more specific to enhance your internship experience. This essay should integrate your coursework, internship experience and your own goals for professional development. It is difficult to say how well you met your goals if your objectives are not so clear in the beginning. Put another way, what kind of knowledge and/or competencies did you hope to gain by being in that environment, exposed to specific kinds of communication practices?

What did you do (be specific) to meet your goals, and how were they challenged during the course of your internship work? Feel free to use concrete examples to illustrate the point you are making, but do not assume the example is self-evident in its lesson; explain what you learned and how.

Part II: Individual Assessment

Preparation: How did your courses and class work prepare you for the internship? Describe specific topics, theories and ideas that were useful.

Knowledge and Skills: What were the most important things that you learned during this internship? Relate your learning to specific activities and experiences in your internship.

Integration: How does the internship fit into your future career aspirations? Write about the value of the internship experience in relation to your professional development. How will you apply the things you have learned?

Evaluation: How would you evaluate your overall performance in the internship? Support your answer with specific examples related to the intern evaluation form.

SUPERVISOR's Evaluation Form: DUE FRIDAY, MAY 1st.

Please ask your supervisor to scan and e-mail directly to me at hrockwe@luc.edu

Since they are often busy people, please ask for them to fill out the form at least two weeks in advance of the actual due date (approximately April 15th)