
University of Toledo
College of Arts & Letters
Dept. of Communication
COMM 4940 Communication Internship
All Semesters

Assigned Faculty

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Office Hours: Any day by appointment

Class Meeting Dates & Times

Internship students will meet as a class only on the first and last day of the semester.

The first day is to review the required paperwork and assignments.

The last day is for students to share their internship experiences.

The remainder of the semester is spent at your internship. Some students have completed their internship hours in prior semesters and are receiving internship credit in the current semester.

Throughout the semester, individual meetings will be scheduled with each intern during class time (or alternative times based on prior arrangements). Meetings may be in the classroom, online, or via phone, depending on each student's availability.

Each semester assigned class days and times will be used to assist COMM majors/minors in preparing for internship searches and applying for internships.

Course Description

Professional training in communication relating to newspaper work, public relations, broadcasting etc. Arrangements with the appropriate communication organization must be made in consultation with the internship director prior to enrollment. Course offered PS/NC.

Student Learning Outcomes

As a result of their internship experience and written assignments, students will:

1. Expand experience, knowledge, and skills in their career field
2. Increase networking connections
3. Improve job search skills

Prerequisites

Students are responsible for finding and obtaining their own internship experience. The internship experience must be approved by the Communication faculty assigned to COMM 4940 or the Communication Dept. Academic Advisor. At least one relevant Communication course must have been completed prior to the internship experience.

Credit Hours & Grading

Students will register for the number of credit hours based on the number of hours spent at their internship. The internship experience may occur during the current semester or have been completed in a prior semester. The required COMM 4940 assignments shall be submitted during the semester the student is receiving credit.

40 hours of internship experience = 1 credit
80 hours of internship experience = 2 credits
120 hours of internship experience = 3 credits

160 hours of internship experience = 4 credits
200 hours of internship experience = 5 credits
240 hours of internship experience = 6 credits

Grading for COMM 4940 is PS (Pass/Credit) or NC (Fail/No Credit).

A grade of Pass or No Credit does not affect the student's grade point average.

Students will earn credit for a grade of PS and will not earn credit with a grade of NC. Grade will be determined based on completion of internship experience hours, written assignments, and internship supervisor's feedback on the student's performance during the internship experience.

Assignment Instructions & Due Dates

Students will participate in their internship experience plus complete the required Internship Assignments described below. **Submit assignments on Blackboard** or submitted to COMM 4940 assigned faculty. See Blackboard for forms and additional guidance for completing assignments.

Internship Agreement form: Due 1st week of the semester or Internship.

Fill-out the COMM 4940 Internship Agreement form with your internship supervisor. Submit the signed form via Blackboard or to the COMM 4940 assigned faculty.

Documentation of Internship Hours: Record your hours and description of tasks weekly.

Documentation of internship hours must be signed by the internship supervisor. You may use the UT Communication Dept. timesheet (see attached) or the company's timesheet or a self-created record of your hours. **Due 15th week of the semester** or at the end of Internship.

Company/Organization Report: Due 3rd week of the semester

Submit a type-written report containing the following information.

Description of Company/Organization

Explain the company's mission/purpose/services/products.

Give a brief history of the company.

Describe the company (including # of facilities, # or employees, # of customers, etc.)

Ask for a copy of the organizational chart. If the company does not have an organizational chart, list the different departments and create your own diagram of how you think the departments interact.

List the names, titles, and contact information of staff you interacted with during your internship.

[Staff you work with represent potential references.]

Give a description of the target customers (include demographics).

Describe how the company communicates with its customers (including website and social media).

Who are the company's partners (such as vendors and media contacts)?

Who are the company's competitors?

[Partners and competitors both represent potential employers for you.]

Handshake Account: Due 4th week of the semester

You should already have a Handshake account activated via UT Career Services; create or update as needed.

Type up a summary of your Handshake account information and include feedback on Handshake.

Resume: Due 5th week of the semester

Update your resume to include your internship experience. Show your resume to your internship supervisor and ask for feedback. See Tips for Resume-writing posted on Blackboard.

LinkedIn Account: Due 6th week of the semester

See guidance posted on Blackboard for wording/language of LinkedIn Profiles.

Create or update your LinkedIn Account.

Submit the text of your LinkedIn Profile to Blackboard.

Online Image: Due 7th week of the semester

Google your name and see what an employer would see when they search for your name.

Do you need to "clean-up" your online image?

Submit a brief description of what you found and what you did to clean-up your online image.

References: Due 8th week of the semester

Create a Reference list to accompany your resume.

See guidance for references in the Tips for Resume-writing posted on Blackboard.

Networking: Due 9th week of the semester

Submit a list of networking connections (name, title, company, email, phone, and address).

Collect business cards (or contact information) from the staff you have interned with for future networking.

Also ask them for suggestions of other professionals in the field to contact for networking purposes.

Get in the habit of asking for business cards/contact information when you meet others.

(Optional: Create your own personal business card, so you are also able to hand out your card.

On your personal business card under your name, list the professional function you are seek as your "title.")

If appropriate, ask your internship supervisor or other staff to serve as a reference.

Portfolio: Due 10th week of the semester or at the end of the Internship

Collect samples of materials related to your work during your internship. Ask your internship supervisor for assistance/guidance in creating a portfolio. See COMM 4940 Faculty or other faculty for additional support in creating your portfolio.

Take a photo of you with the company logo in the background. Take photos of artifacts that illustrate the type of work you are doing. Take photos with your internship supervisor and/or other employees. Include these photos in your portfolio and/or on your LinkedIn or other employment accounts (as appropriate).

Internship Report: Due 12th week of the semester

Submit a type-written report containing the following information.

Description of Internship Position

Describe the types of tasks you engaged in, and a description of your work schedule.

(Ask to keep copies/examples of your work, so you can include it in your portfolio.)

Create a job description for your internship position.

Create a flyer advertising this internship to other Communication students.

(Ask to have your photo taken with staff in front of a company sign; include this photo in your portfolio.)

Learning, Evaluation and Continuous Improvement

What new knowledge and skills have you acquired as a result of this internship?

What knowledge and skills from your Communication courses were you able to apply?

What were the most positive and negative aspects of this internship experience?

What suggestions would you make for improving this internship experience?

What suggestions would you make for improving your preparation for this internship?

(Give specific suggestions for specific Communication courses. List software and equipment that it would help if students learned how to use before doing this internship.)

Professionalism Development

Describe professional associations related to your career. (Ask your internship supervisor what professional associations, journals, or books he/she would recommend.)

List website addresses for the professional associations and information of relevance to college students, such as scholarship programs, mentoring or internship programs, employment listings, etc.

Personal Career Direction

How has your career goal been clarified, reinforced, or altered as a result of this internship?

What do you see as "next steps" in your career path?

What networking contact were you able to make as a result of this internship?

Thank-you Notes: Due 14th week of the semester or at the end of the Internship

Submit sample of thank-you note. See guidance post on Blackboard for writing thank-you notes.

Send thank you notes to your supervisor and any other appropriate staff expressing your gratitude for their support and guidance during your internship experience. A handwritten note is preferable, but an email will suffice. If you completed your internship in a previous semester, send a follow-up “thank you” note along with a copy of your updated resume. For networking purposes, keep in contact with your former internship contacts.

Documentation of Internship Hours: Due 15th week of the semester or at the end of Internship.

Documentation of internship hours must be signed by the internship supervisor. You may use the UT Communication Dept. timesheet (see attached) or the company’s timesheet or a self-created record of your hours. Record your hours and description of tasks weekly.

Mock Interview (optional)

Take full advantage of the services provided by UT Career Services and schedule a video-taped Mock Interview following your internship in preparation for your “next” internship or employment interview.

Presentation (optional)

You may also be asked to give a presentation on your internship to students and/or faculty and staff.

The COMM Dept. Internship Faculty will contact you to schedule a presentation.

UT Policies apply to the Internship site

UT Policies apply to your internship experience. If you experience an unsafe work environment, a hostile work environment, sexual harassment, discrimination, or any other problems please contact the COMM 4940 Faculty immediately.

UNIVERSITY POLICIES*

Policy Statement on Non-Discrimination on the Basis of Disability (ADA)*

The University is an equal opportunity educational institution. Please read [The University’s Policy Statement on Nondiscrimination on the Basis of Disability Americans with Disability Act Compliance.](#) Students can find this policy along with other university policies listed by audience on the [University Policy webpage](#) (<http://www.utoledo.edu/policies/audience.html/#students>).

Academic Accommodations*

The University of Toledo embraces the inclusion of students with disabilities. We are committed to ensuring equal opportunity and seamless access for full participation in all courses. For students who have an accommodations memo from Student Disability Services, I invite you to correspond with me as soon as possible so that we can communicate confidentially about implementing accommodations in this course. For students who have not established affiliation with Student Disability Services and are experiencing disability access barriers or are interested in a referral to healthcare resources for a potential disability or would like information regarding eligibility for academic accommodations, please contact the [Student Disability Services Office](#) (<http://www.utoledo.edu/offices/student-disability-services/>) by phone: 419.530.4981 or email at StudentDisability@utoledo.edu.

ACADEMIC AND SUPPORT SERVICES*

Please follow this link to view a comprehensive list of [Student Academic and Support Services](#) (<http://www.utoledo.edu/studentaffairs/departments.html>) available to you as a student.

SAFETY AND HEALTH SERVICES FOR UT STUDENTS*

Please use the following link to view a comprehensive list [Campus Health and Safety Services](#) available to you as a student.

INCLUSIVE CLASSROOM STATEMENT*

In this class, we will work together to develop a learning community that is inclusive and respectful. Our diversity may be reflected by differences in race, culture, age, religion, sexual orientation, gender identity/expression, socioeconomic background, and a myriad of other social identities and life experiences. We will encourage and appreciate expressions of different ideas, opinions, and beliefs so that conversations and interactions that could potentially be divisive turn, instead, into opportunities for intellectual and personal development.

Additional University Policies

Undergraduate Policies: <http://www.utoledo.edu/policies/academic/undergraduate/>

Student Resources

Academic Honesty

Of course you will demonstrate honesty and integrity in everything you do. Students engaging in plagiarism, cheating, double submission of work, and other violations of academic honesty will receive an F grade (zero points) for the assignment/exam. This may result in failure of the course. See *UT Policy Statement on Academic Dishonesty* for further sanctions and details. Also see *UT Student Handbook*.

<http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-04%20%20Academic%20dishonesty.pdf>

The Writing Center

Carlson Library, Lower Level, 419-530-4939, writingcenter@utoledo.edu

Please take advantage of the UT Writing Center's services to help you improve your writing skills. A common complaint from employers is that college graduates can't write. Call or email the Writing Center for an appointment.

Tutoring Services: Learning Enhancement Center

Carlson Library, Lower Level, BO 200, 419-530-2176, <http://www.utoledo.edu/success/lec/>

Tutoring is available in a variety of subject, including Math, Accounting, Biology, Chemistry, Foreign Languages, & Engineering.

Student Disability Services

1820 Rocket Hall, Phone: 419.530.4981, studentdisabilitysvs@utoledo.edu

<http://www.utoledo.edu/offices/student-disability-services/>

Academic Accommodations

The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or you believe you have a disability and would like information regarding academic accommodations/adjustments in this course, please contact the [Student Disability Services Office](#).

Policy Statement on Non-Discrimination on the basis of Disability (ADA)

The University is an equal opportunity educational institution. Please read The University's Policy Statement on Nondiscrimination on the Basis of Disability, Americans with Disability Act Compliance:

https://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_03_Nondiscrimination_o.pdf

Career Services (Center for Experiential Learning and Career Services)

1533 Student Union, 419-530-4341, celcs@utoledo.edu Keep your Handshake account up to date and active.

Main Campus Health Center: 419-530-3451

The Main Campus Medical Center is on W. Rocket Dr. Located across the railroad tracks from Rocket Hall.

The Counseling Center

Medical Center Main Campus, Door 1, 419-530-2426, www.utoledo.edu/studentaffairs/counseling

The UT Counseling Center is available to help support you in handling personal problems. Free & Confidential

The Main Campus Medical Center is on W. Rocket Dr. Located across the railroad tracks from Rocket Hall.

Resources Related to Sexual or Gender-based Violence and Harassment

The University of Toledo cares greatly about the health and well-being of our students, staff, and faculty, and takes all sexual or gender-based violence and harassment very seriously. If you have experienced sexual assault, sexual harassment, intimate partner violence, and/or stalking and want a confidential place to obtain support and information, please contact the **Center for Student Advocacy and Wellness** on the main campus in Health and Human Services Room 3017.

You can call 419.530.2497 during regular business hours and 419.530.3431 for 24 hour assistance from a trained advocate. In-person, walk-in appointments are also available Monday-Thursday from 8:30 a.m. to 5 p.m.

The Center for Student Advocacy and Wellness provides free and confidential advocacy and counseling services to students, faculty and staff. The YWCA H.O.P.E. Center also can be accessed as an off-campus confidential resource at 419.241.7273.

Faculty, teaching assistants, and other university employees are mandated reporters of any incidents of sexual or gender-based violence or harassment. Thus, any disclosures of sexual or gender-based violence or harassment on or off campus made to faculty or teaching assistants, or other university employees must be forwarded to the Title IX Coordinator.

The Title IX Office will then contact you regarding your rights, your option to participate in the investigation, interim safety measures and/or academic accommodations, and the need to proceed with an investigation (even if none is requested).

Your participation in the process is voluntary.

You may call 419.530.3152 to file a complaint or visit the following website for more information and resources:

<http://www.utoledo.edu/title-ix/>. Policies relating to Title IX can be found at: <http://www.utoledo.edu/title-ix/policies.html>