

**COURSE SYLLABUS: INTERNSHIP IN COMMUNICATION STUDIES  
COMMUNICATION 45092**

Semester: Fall, 2002  
Time: Arranged  
Instructor: Dr. Bruce L. Riddle  
Office: Room D101B, Music and Speech Building  
Office Hours: TBA  
Contact: Phone (330) 672-2659: briddle@kent.edu  
Required Text: None

**Course Goals:**

The Internship course is a formal cooperative field experience with a designated organization or agency, as designed by the internship student and the Internship Coordinator. The student will work at the organization or agency a minimum of 130 hours for 3 semester hours of credit. Students registering for more credit hours (up to a maximum of 6 credit hours) will work proportionately more hours with the organization or agency. The Internship experience is intended to provide the student with the opportunity to apply communication 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.

The Communication Studies Internship is available to students majoring in Communication Studies who are either juniors or seniors, who have earned a minimum of 60 semester hours, and who have earned a minimum 2.5 overall GPA. Students should also have completed more than half of the 45 hours required in the Communication Studies Major.

**Course Requirements:**

**Internship Journal:** Each Student will be required to maintain a journal or log of Internship experiences. The student should make journal entries at least twice each week, and entries should reflect observations of organizational events with relevant comments relating communication theory and practices drawn from Communication Studies courses. The journal should be typewritten, or if handwritten, prepared neatly and legibly. It should contain a clear summary of the contact hours completed each week with the organization or agency.

**Paper:** Each Student will submit a ten to twelve (10 – 12) page paper based on the Internship that is a reflection on both theory and practice. Students are urged to select a Communication Theory or Principle for observation and study at the beginning of the Internship. Relevant journal entries can be made and can form the basis for the preparation of the paper due at the end of the semester. The paper should be prepared using the APA Style manual, and should contain and refer to the Communication Theory or Principle used during the Internship.

**Meetings:** Students are encouraged to meet with the Internship instructor at any time. At least one meeting half way through the internship **is required**, and the student should call the Communication Studies Office at (330) 672-2659 and schedule this meeting with the internship instructor well in advance. By the time of this meeting, the student should have chosen a topic for the Internship paper and an outline of the paper should be provided at the meeting. At the meeting, the student will also be expected to provide an interim report on the progress of the Internship, and a copy of the student's journal notes including the log of hours completed to date should be provided. Any problems or concerns that the student is experiencing with the internship should be noted during this meeting.

**Evaluation Forms:** The Internship supervisor from the organization or agency responsible for supervising the Internship student will be provided with two evaluation forms. One should be completed half way through the internship, and the other should be completed at the end of the Internship assignment. These recommendation forms are intended to reflect the student's progress and performance during the Internship experience, and they will be used in part to evaluate the student's performance in the course. The evaluation forms are to be sent directly to the Communication Studies Office, and they will be retained in the student's file.

**Due Dates:** The final versions of the Internship Journal and the Internship Paper are both due on the Friday prior to the last regular week of classes for the semester. Students are required to provide copies of their work that will be retained in their file in the Communication Studies Office.

#### COURSE SCHEDULE, FALL SEMESTER, 2002

April 1 – August 1	Open registration by phone, web
Monday, August 26, 2002	First Day of Classes, Fall Semester, 2002
Week of October 7 - 11:	Mid – Semester Meeting with Internship Instructor Mid – Semester journal notes, paper outline, and record of hours logged to be submitted to the instructor.
Nov 29, 2002:	Final versions of Internship Journal and Internship Paper due in the Instructor's office.
Dec. 8, 2002:	Last day of Fall Semester, 2002

COMMUNICATION INTERNSHIP  
FALL, 2002, Information and Syllabus Agreement (Please sign and return)

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

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

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

e-mail address: \_\_\_\_\_

Area of Concentration in Major: \_\_\_\_\_

Organization/Agency where Internship is located: \_\_\_\_\_

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Contact Person at organization/agency: \_\_\_\_\_

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AGREEMENT

I, \_\_\_\_\_, (print name) as a student in Dr. Riddle's Internship course (Comm 45092) for the Fall Term, 2002, have read this syllabus. I understand what is expected of me as a student regarding:

The Internship Journal \_\_\_\_\_(initials)

The Internship Paper \_\_\_\_\_(initials)

The Mid-Semester meeting \_\_\_\_\_(initials)

The due date for the course requirements \_\_\_\_\_(initials)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date