

Communication Studies 393.001 Internship Course Requirements

Fall 2022

Instructor: Jessica Noe

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Office Hours: By Appointment

Course Description

The goal of this course is to reflect critically and constructively on your academic internship and figure out how you would like to build on your internship experiences. This includes figuring out how your internship relates to your coursework in Communication Studies, your professional skills, your career goals, and your sense of what it means to do meaningful work that contributes to your personal development and your political and social concerns. You are encouraged to see your internship in terms of how you would like to pursue work that matters in the world. In order to accomplish this goal you will complete various assignments and some amount of background research on the professional and academic resources available to you as you use your internship experience to move forward professionally and intellectually.

Assignments

- The graded components of this course will be completed via email and zoom, or submitted using Sakai's Assignments section. See each individual assignment for more information on how to turn it in. No assignment should be turned in on campus.
- When submitting documents to Sakai make sure that you include your last name and the assignment description in the filename.
- Please see the due date for each assignment based upon the semester in which you completed your internship.

Course Components	Points	Due Via
Planning Meeting	20	zoom
Daily Journal	20	Sakai Assignments
Intern's Evaluation of Organization	15	Sakai Assignments
On-site Supervisor Evaluation Form	30	e-mail
Final Project Stage 1	25	Sakai Assignments
Progress Memo	20	Sakai Assignments
Final Project Stage 2	45	Sakai Assignments
Final Project Presentation	25	zoom
Total	200	

Planning Meeting: 20 points

Fill out the shared Google sheet sign-up for a time to meet with me to discuss your final project for this course. Each meeting block will be 30 minutes. If you cannot make any of the time blocks listed, you may email me to schedule an alternative time. You must *attend the appointment* at the time you signed up for to discuss your final project. If you miss this appointment without rescheduling in an appropriate amount of advanced time, you will lose all points for this portion of your grade. This meeting is a vital portion of your internship coursework experience and will ground you in the work you will do for the rest of the semester.

Note: You should look over the final projects and choose one that you would like to do in preparation for this meeting.

Daily Journal: 20 points

Students are required to keep daily notes and maintain a weekly journal detailing their experiences, observations, and reflections during their internship. Even if you perform similar daily tasks, you should record how you feel about the work, your relationship(s) with coworkers and supervisors, and your thoughts on this job and field in relation to your interests and desires for future work. This journal should be in complete sentences, typed, and turned in by the listed due date. **Turn in as a pdf file in Sakai's Assignment tab.**

Final document due during the last week of the semester, expect to submit regular check-ins via the forums page on Sakai

Intern's Evaluation of Organization: 15 points

Interns are required to fill out an evaluation of the sponsoring organization. This document is for internal purposes only and used to inform future internship students about potential internship placements. The document will not ever be released to the sponsoring organization by the Department of Communication, although you may choose to share your evaluation with them if you'd like. This form is found on the [internship section of the Department of Communication website](#). **Turn in as a pdf file in Sakai's Assignment tab.**

Due during the last week of the semester

On-site Supervisor Evaluation Form: 30 points

The student's internship supervisor should complete the evaluation form [found on the Communication Studies website](#). This form **should be completed before the student leaves the internship** and turned in by the due date. Please have your supervisor email me the form at jessnoe@ad.unc.edu. **You are responsible for ensuring that this form is sent to the Department of Communication by your internship supervisor.**

Due during the last week of the semester

Progress Memo: 40 points

One month after you have turned in stage one of your project, you will generate a progress memorandum to update me on how things are going for your project. This memo will be no more than two pages in length (you may incorporate tables, charts, images or other graphic information as needed outside the two page limit). This document will follow a business memo format

(https://owl.purdue.edu/owl/subject_specific_writing/professional_technical_writing/memos/index.html). In this memo, you will detail:

1. List of project /class components (graded items) which are completed and components that are outstanding (remain to be completed).
2. A List of any concerns or issues you have or have run into in the course of your project and their resolution or the steps you will take to resolve them. **NOTE:** This is a point to request an additional meeting with me for assistance if needed.
3. A brief (paragraph) summary of what has been successful so far in the course of your work.
4. A summary of your current project status: i.e. where you are in completing stage two of the final project and how you feel it is going (2-3 sentences maximum). In this section

you will also evaluate what you think are the strengths and the weaknesses of this project for your long term goals and what you think might make the project more useful for you and why that would help (1-2 paragraphs).

Due one month after you turn in stage one of your project. This date will vary from student to student.

Final Paper/Presentation: 75 points

The final assignment serves as a culmination of your internship experience as it relates to your theoretical knowledge. The project is NOT purely a reflection on your experience. Rather, it is a project to build upon and extend *specific skills or knowledge* towards your career goals through a research paper or project. Your goal is to develop a project or paper that captures significant skills, insights or ideas related to your area of work and communicate them to your peers so that they might benefit from your labor and knowledge.

You will write a paper or develop a research project that builds on what you learned through experience at your internship. At the end of the semester, everyone will give a 7-10 minute presentation that relates the main ideas of your paper/project and its connection to your internship experience. The exact topic of the paper or goal of the project will come from your reflection on the internship with me during the planning meeting.

Stage One: Due one month following your planning meeting.

Stage Two: Due during the last week of the semester **as a pdf file via Sakai**

Stage Three: Presentations will take place during the last week

Grading

For most of the assignments in this course you will be graded based upon your satisfactory completion of the task. This means that you must get your assignment in on time and have clearly taken the assignment seriously. For example, an evaluation of the organization that is turned in on time will receive some points but in order to receive complete points your evaluation must be thoughtful, in-depth, and potentially useful to a future student considering this internship.

Additionally, since this is a mid-level course at a top-tier university you will be graded on general writing and argumentation skills. Written assignments, especially, must evidence a thoughtful organization pattern, careful word choice, and extensive editing.

Unlike your other assignments, your final project will be graded not only upon satisfactory completion but also on its technical merit. Pay careful attention to the guidelines listed for each project, as these will be used to grade your final work. Grades for final projects will be earned as follows:

- **A** level work far exceeds basic assignment requirements. The work is of excellent, outstanding quality.
- **B** level work exceeds the basic requirements for an assignment; the work is good to very good.
- **C** category work meets the basic requirements of an assignment. The work is satisfactory.
- **D** work does not meet most of the basic requirements of the assignment; the work is poor.

- An **F** is usually given for work that is of extremely poor quality. The work typically fails to meet most of the requirements of an assignment or of the course.

Course Policies

Late assignments will lose 5 points for each day late unless you contact me in advance of the deadline. Technological problems are not considered emergencies; please plan ahead to make all your hardware and software are functioning properly and that you know how to use them. If you are having problems with zoom, try turning off your video. If that doesn't work, contact me so we can arrange a voice call.

If you are having trouble meeting a deadline for any reason please contact me in advance of that deadline so we can discuss potential solutions. I am here to help you as you navigate the course and your associated internship, but I cannot help if I do not know there is an issue.

Formatting Requirements

All student work turned in should be double-spaced, in a 12pt professional/accessible font, and have 1-inch margins.

Expectation of Student Performance

You are students at one of the top research institutions in the United States and the world. A degree from the University of North Carolina at Chapel Hill carries great social and economic capital, and it is expected that graduates from UNC-CH are among the best, brightest, and most well-trained undergraduates in the nation. With this in mind, I have very high expectations of my students' performance.

At the basic minimum, I expect a University level of reading comprehension. I expect every assignment to be turned in using college-level spelling, grammar and punctuation ([the writing center](#) and [learning center](#) can help you achieve this). I expect each student to be responsible for due dates, time management, and to self-monitor their own performance throughout the semester, not only during the final weeks of the course. I also expect that students' final papers or projects are well researched, well argued, and show an active engagement with the subject matter in a way that demonstrates that the student has learned something that advances their career ambitions between the time of our meeting and your final paper/project.