

COM 499 – Internship Internship Agreement

A signed Student Acknowledgment and Release form is due on or before the following semester dates:

Due Dates for Student Acknowledgment and Release form

Fall Internship – September 1

Spring Internship – February 1

Summer Internship – June 7 (Summer I) or July 7 (Summer II)

Students who do not submit a signed Internship Agreement and Acknowledgment and Release form before their semester's respective deadline stated above will be removed from their COM 499 Internship course.

Academic Credits and Work Hours

1-credit-hour internship = 50 work hours

2-credit-hour internship = 100 work hours

3-credit-hour internship = 150 work hours

Description

This course is an individualized activity in a designated enterprise cooperating with the University of North Alabama's Department of Communications. The student will obtain professional work experience with an organization related to their field of study, such as media production, journalism, public relations, promotions, community relations, social media, cinematic arts, etc. The student must be in a mentorship position in which they report to a supervisor skilled in one of the above areas.

Course and Senior Portfolio Requirements

Students majoring in Mass Communication or Communication Arts or minoring in the Department of Communications must earn a "C" or better to receive credit for this course (2017-2018 catalog and beyond). Majors are expected to save selected course assignments and include them in your Senior Online Portfolio (COM 420 Portfolio Prep).

Professional Values and Competencies

Though internships vary in activities, responsibilities, and scope, students should complete the internship with most of the following competencies:

1. Demonstrate an understanding of gender, race, ethnicity, sexual orientation and, as appropriate, other forms of *diversity* in domestic society in relation to communications;
2. Demonstrate an understanding of the diversity of peoples and cultures and of the significance and *impact of communications* in a global society;
3. Understand concepts and apply *theories* in the use and presentation of images and information;
4. Demonstrate an understanding of professional *ethical principles* and work ethically in pursuit of truth, accuracy, fairness and diversity;
5. *Think* critically, creatively and independently;
6. Conduct research and *evaluate information* by methods appropriate to the communication professions in which they work;
7. *Write correctly* and clearly in forms and styles appropriate for the communication professions, audiences and purposes they serve;
8. Critically *evaluate their own work* and that of others for accuracy and fairness, clarity, appropriate style and grammatical correctness;
9. Apply *tools and technologies* appropriate for the communication professions in which they work.

ADA Statement

In accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University offers reasonable accommodations to students with eligible documented learning, physical and/or psychological disabilities. Under Title II of the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Amendment Act of 2008, a disability is defined as a physical or mental impairment that substantially limits one or more major life activities as compared to an average person in the population. It is the responsibility of the student to contact Disability Support Services to initiate the process to develop an accommodation plan. This accommodation plan will not be applied retroactively. Appropriate, reasonable accommodations will be made to allow each student to meet course requirements, but no fundamental or substantial alteration of academic standards will be made. Students needing assistance should contact Disability Support Services at 256-765-4214.

Title IX Policy

The University of North Alabama has an expectation of mutual respect. Students, staff administrators and faculty are entitled to a working environment and educational environment free of discriminatory harassment. This includes sexual violence, sexual harassment, domestic and intimate partner violence, stalking, gender-based discrimination, discrimination against pregnant and parenting students, and gender-based bullying and hazing.

Faculty and staff are required by federal law to report any observation of harassment (including online harassment) as well as any notice given by students or colleagues of any of the behaviors noted above.

Retaliation against any person who reports discrimination or harassment is also prohibited. UNA's policies and regulations covering discrimination and harassment may be accessed at <https://www.una.edu/titleix/>. If you have experienced or observed discrimination or harassment, confidential reporting resources can be found on the website or you may make a formal complaint by contacting the Title IX Coordinator at 256-765-4223.

Additionally, should you be asked to do something you consider illegal, unethical, or immoral during your internship experience, you have the right to, and should, refuse. This includes any type of discriminatory harassment. If you are placed in a compromising situation, contact your Internship Coordinator immediately.

Acceptable Student Behavior

Interns are expected to work to the best of their abilities to perform the assignments given by the On-site Supervisor. Furthermore, students should remember at all times that they are representing themselves, the University and the Department of Communications.

Students are expected to dress and groom themselves to the standards of the organization for which they are working. The image that Communications students project, as well as the quality of the work students perform, can strongly impact the reputation of graduates of the University of North Alabama.

The On-site Supervisor will determine work schedules, which may include assignments during after hours, weekends and holidays.

Grading

Students majoring in Mass Communication or Communication Arts must earn a "C" or better to receive credit for this course (2017-2018 catalog and beyond). Majors are expected to save selected course assignments and include them in your Senior Online Portfolio (COM 420 Portfolio Prep).

At the end of the semester, your Internship Coordinator may consult with your On-site Supervisor for a grade recommendation, but the Internship Coordinator will be the individual who makes the final grade determination.

Students must consult with their COM 499 Internship Coordinator regarding due dates for the following assignments:

Job Expectations Memo (10 %)

Using 12-point Times New Roman font, write one or two double-spaced pages describing your duties, work hours, the people you will be working with, and any other descriptive details of your internship. Please also answer the following questions:

- a. What do you want to learn? (objectives)
- b. Why do you want to learn it? (rationale)
- c. What resources are available to you? (resources)
- d. How will you evaluate the effectiveness of your work? (evaluation/documentation)
- e. How will you document your learning? (tentative schedule/portfolio)

This should be done after the initial discussion with your On-site Supervisor of what you are going to do. It must include the On-site Supervisor's name, address, office phone number, and work hours.

Weekly Journal (20 %)

Keep a weekly journal of what you have accomplished, including your impressions of what you saw, problems you encountered, and possible solutions to these problems. Be sure to address the questions you answered in your Job Expectations Memo when it's appropriate. Your journal will not be shared with your On-site Supervisor.

Portfolio (30 %)

This will be a collection of the work you accomplished during the term. As stated above, Mass Communication and Communication Arts majors are expected to save selected course assignments and include them in your Senior Online Portfolio (COM 420 Portfolio Prep).

Internship Summary (20 %)

Using 12-point Times New Roman font, write two or three double-spaced pages summarizing your internship, including positives and negatives. Examine how your internship met, or did not meet, your expectations.

Final Internship Evaluations (Student – 10 %; On-site Supervisor – 10 %)

These may be completed digitally and emailed directly to the student's Internship Coordinator.

Copyright Statement

Copyright 2019 UNA Department of Communications as to this syllabus and all instructional material; materials may not be reproduced without the UNA Department of Communications's written consent. Students are prohibited from selling notes to (or being paid for taking notes by) any person or commercial firm without the express written permission of the UNA Department of Communications. Students are also prohibited from taking photos, recording, or live streaming lectures, or sharing online course content without written consent from the UNA Department of Communications.

Final Student Internship Evaluation

Student Name: _____
Agency: _____
Agency On-site Supervisor: _____
Date: _____

For the first set of questions, we are interested in the extent to which you agree or disagree with each of the following statements. If you strongly agree, place a 5 in the space provided. If you agree, place a 4 in the space provided. If you are undecided, place a 3 in the space. If you disagree, place a 2 in the space. If you strongly disagree, place a 1 in the space.

- _____ 1. This has been a valuable learning experience.
- _____ 2. I received adequate feedback from my internship On-site Supervisor.
- _____ 3. I was given adequate opportunity to do meaningful work.
- _____ 4. As a result of my internship, I have a better understanding of the value of communication theory.
- _____ 5. My class work adequately prepared me for this internship.
- _____ 6. I had adequate opportunity to interact with my On-site Supervisor.
- _____ 7. The courses I took in my major prepared me for this internship.
- _____ 8. I would recommend this organization to other students as an internship site.

For the next set of items, we want to know how important each of the skills listed below are in performing your internship. Use a scale from 1 to 5, with 5 representing an extremely important skill and 1 representing a skill that is not important at all.

- _____ 1. Writing
- _____ 2. Computer knowledge and skills
- _____ 3. Research
- _____ 4. Group decision making/problem solving
- _____ 5. Leadership/Management
- _____ 6. Interpersonal communication
- _____ 7. Strategic Planning
- _____ 8. Conflict management
- _____ 9. Other relevant skills (skills: _____)
- _____ 10. Public speaking

Final Agency On-site Supervisor Internship Evaluation

Name of Intern _____

These are questions about the intern and her/his preparation. Please answer candidly. This confidential information is very useful to us in improving our program.

1. Was the intern punctual in reporting to work and in completing assignments?

Always Usually Some of the time Rarely or never

2. Did the intern's work require correction by you or by another individual?

Always Usually Some of the time Rarely or never

3. If you had an entry-level job open in the next month, would you hire this intern?

Certainly Probably Possibly Probably not Definitely not

4. Did the intern present a positive image in personal appearance and habits?

Outstanding Very Good Fair Poor Image

5. Was the intern cooperative with you and others on the job?

Always Usually There were some problems There were many problems

6. Did the intern display initiative by asking questions, requesting additional work, etc.?

_____ Extremely active and interested

_____ Somewhat interested in work

_____ Did what was assigned but no more, fairly passive

_____ Did less than assigned

7. Please rate the intern's preparation for this internship in the following areas.

A score of 4 = excellent, 3 = good, 2 = fair, 1 = poor, 0 = no basis for judgment.

_____ Writing skill

_____ Ability to express self in speech, either informal or formal

_____ Knowledge of area covered in internship

_____ Ability to use work equipment

_____ Knowledge of terms and words used on the job

_____ Awareness of practical needs of your business

8. Would you like to make any additional comments about the intern's job performance?

9. Do you have any other comments about the intern's preparation for the internship, either in knowledge, skills, or attitude toward professional work?

Sign & Date: _____

**UNIVERSITY OF NORTH ALABAMA
STUDENT ACKNOWLEDGMENT AND RELEASE**

I, the undersigned, agree to enroll in COM 499 Internship (“Internship”), which is a required course for Mass Communication majors and is an elective course for Communication Arts majors in the Department of Communications at the University of North Alabama.

In consideration for my participation, I agree to the following:

1. I understand the Internship consists of various duties as assigned by the Internship Provider.
2. I fully understand the scope of the activities and the risks involved. I voluntarily accept and assume all risks of injury, loss of life, or damage to property arising out of my participation in the Internship.
3. I hereby release and fully discharge the UNA Board of Trustees and the University of North Alabama, including its officers, employees, and agents, from any and all claims or causes of action, including all liability for damage to personal property or personal injury which may result from my participation in the Internship, that may be brought by me or for any injury or loss that I may suffer while participating in the Internship, whether caused by negligence or otherwise, to the fullest extent permitted by law.
4. I further release, indemnify, and hold harmless the UNA Board of Trustees and the University of North Alabama, including its officers, employees, and agents, from and against any and all liability, actions, debts, claims, and demands of every kind whatsoever, including, but not limited to, any claim for negligence and/or any present or future claim, loss, or liability for which I may be liable to any other person or to UNA that arises out of my participation in the Internship.
5. In the event of an accident or serious illness, I hereby authorize representatives of UNA and the Internship Provider to provide medical treatment and transport, if necessary. I waive my right to receive informed consent prior to such transportation or treatment. I hereby hold harmless and agree to indemnify UNA and the Internship Provider from any claims, causes of action, damages and/or liabilities, arising out of or resulting from the medical treatment or transport. I further agree to accept full responsibility for any and all expenses, including medical expenses that may derive from any injuries to me that may occur during my participation in the Internship.
6. I understand this Waiver is intended to be as broad and inclusive as permitted by the laws of Alabama and agree that if any portion is held invalid, the remainder of the waiver will continue in full legal force and effect. I further agree that the laws of Alabama shall govern this waiver.
7. I understand and agree to all of the terms of this Agreement. I understand that I am giving up substantial rights (including my right to sue) and acknowledge that I am willingly signing this document. My signature on this document is intended to bind not only myself, but also the successors, heirs, representatives, administrators, and assigns of myself.

Participant Signature

Participant Name

Participant phone

Date

Internship Provider Name

Internship Supervisor Name