Instructor: Claude Drolet
Email: cdrolet@gmu.edu
GMU Office: G556
Office Phone: ???
Office Hours: M-T-W-Th 1 – 2 or by appointment
Meeting Dates: Spring 2022 semester – Zoom Sessions: TBD
Meeting Time: Synchronous Online

A. Blackboard Login Instructions:

Access to MyMason and GMU email are required to participate successfully in this course. Please update your computer and prepare yourself to begin using the online format BEFORE day #1 of class. Check the IT Support Center website. Navigate to the Student Support page for help and information about Blackboard. In the menu bar (left) find all tools you need to become familiar with for the course. Take time to learn each. Ensure you run a system check a few days before class. Become familiar with the attributes of Blackboard and online learning.

B. Catalogue Course Description:

On-the-job training in communication through approved field work study programs. Internship supervised by Department of Communication through internship coordinator. Related course work in resume preparation and job interviewing. See department website for application process.

Schedule Type: Internship

Recommended Prerequisites:

60 credits, major or minor in communication, journalism, or sport comm.
15 credits in Comm for majors, 12 credits for non-Comm majors, and permission of department.

Course Delivery Method:

Delivered fully online using a synchronous format via Blackboard Learning Management System (LMS) in the MyMason portal. You log into the Blackboard course site using your Mason email name and email password. Availability: Day #1 of the semester
C. Texts – Websites – Materials: Required

- **Career Readiness Guide**: Free online Textbook – published by: GMU Career Services
  (Hard copy  SUB I, Room 3400) Handshake – Interviewing – Resume – Cover Letters, etc.

  **Guide**: Interactive Activities: [https://careers.gmu.edu/career-resources/career-readiness-guide-activities](https://careers.gmu.edu/career-resources/career-readiness-guide-activities)

- Course Learning Modules: Blackboard
- Audio and Video: Ensure you can record assignments w/ clear audio & video

D. Course Objectives: Each intern sets their own, specific site objectives arranged w/ the site supervisor.

- **Upon successful completion of the course, students will be able to**:
  1. Gain on-the-job training and experience in their selected field of communication.
  2. Enhance their undergraduate education by learning new communication knowledge, skills, abilities.
  3. Connect, integrate, and apply their knowledge, skills and abilities to an actual work environment.
  4. Learn from experienced professionals in their selected area, and make valuable professional contacts.
  5. Complete assignments that encourage in-depth reflection of the internship experience.
  6. Construct professional employment documents for successful job market entry, e.g. resumes.
  7. Use technology for career management.
  8. Develop and implement effective employment interview techniques.
  9. Communicate experience and knowledge about the internship orally to an audience and in writing.
  10. Implement following directions (a life skill) to prepare a student to work in the business world.

E. Expectations & Participation (Basic): Think Professionalism

1. **Course Week**: A synchronous course with meeting dates approximately every other week. Assignments for the course are due on Saturdays by midnight

2. **Log-in Frequency**: Actively check the course Blackboard site and GMU email for communications from the instructor and/or access to course materials, **about twice per week**

3. **Participation**: *Can be defined as being prepared w/ online learning – activities – assignments*  
   **Expectations**: *Course engagement w/ learning throughout the semester*

4. **Tech Issues**: Anticipate some technical difficulties and budget their time accordingly. Think *Professionalism*! **Late work** is not accepted based on tech problems.

5. **Workload**: This course is **not** self-paced. There are deadlines and due dates.  
   **Expectations**: Meet specific deadlines listed in **Course Schedule**  
   Your responsibility is to keep track of the weekly course schedule due dates, readings, video viewing, activities and assignments.

6. **Health Issues**: Mildly sick; tired; hoarse; basic issues w/ social, family, academic, internship?  
   **Expectations**: As a **professional** try to engage anyway, when applicable.

7. **Note**: While operating a motor vehicle, do not participate in online course activities by phone or laptop Internet.  
   Similar to a face-to-face course meeting, online participation requires undivided attention to the course.
F. Course Navigation: ALL learning is accessible on course Blackboard


1. Course Welcome & Announcement page: Instructor bio – Contact information – Getting started in the course Regular announcements – e.g. Career Services Event Schedule

2. Syllabus Page: Syllabus (Word docs – can be printed)
Course Schedule + Assignments at a Glance

3. Content / Modules: Unit Modules – Learning, Readings, PowerPoints, Videos, Examples Activities and assignment announcements and due dates

4. Assignments Page: Assignments explained in detail w/ post due dates

5. Student Resources: Blackboard Help / FAQs

6. Course Tools: “My Grades”

G. Basic Technology Requirements & Information:

1. Activities & Assignments: Use the Blackboard learning system: https://mymason.gmu.edu

2. Regular Access: Required to have regular, reliable access to a computer w/ an updated operating system (recommended: Windows 10 or Mac OSX 10.13 or higher) and a stable broadband Internet connection (cable modem, DSL, satellite broadband, etc., with a consistent 1.5 Mbps [megabits per second] download speed or higher. Check your speed settings using the speed test on this website.) Your computer should be capable of running current versions of the applications. Ensure your computer is protected from viruses by downloading the latest version of protection.

3. Web-Conferencing Software: Class sessions use … GMU Blackboard Zoom. Video connection is the expected norm. Students are required to have a functional (web) camera (visible during class) + microphone.

   Live Video Meetings: Via Zoom may NOT be recorded for any reason, e.g. audio, text, or visual info from any student. Only privately viewed - not recorded or shared w/ others in your household or outside the class

4. Course Materials: Posted to Blackboard are private to this class; by federal law, any materials that identify specific students (name, voice, image) must not be shared with anyone not enrolled in this class.

5. Video Recordings and Student Privacy: Whether made by instructors or students - or - class meetings e.g. audio, visual, or text, all information sources are private and must not be shared outside this class.

   Occasional video recordings of class sessions are not shared. Recordings are only available to the Instructor and registered students, so as not to violate FERPA or any other privacy expectation.

6. To produce a good webcam video: Adhere and learn about the following for future professionalism.
   - Do not wear a baseball cap or hat with a brim that obscures your face
   - Ensure your computer is on a firm surface (a desk or table) when attending and presenting.
   - Ensure a well-lit room
   - Avoid backlighting, such as sitting with your back to a window or a light behind you

7. Note: If you are using an employer-provided computer or corporate office for class attendance, please verify with your systems administrators that you will be able to install the necessary applications and that system or corporate firewalls do not block access to any sites or media types.
H. Grading & Assessment Policy: 1 – 6 College Credits

- Internship w/ Site / Agency Final Grade: 60% of grade
- Internship Course Assignments Final Grade: 40% of assignment grading

1. Grading Scale: (subject to change) Final grade is based on total points using this grading scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
</tr>
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<tbody>
<tr>
<td>93% - 100%</td>
<td>Represents mastery of the subject through effort</td>
</tr>
<tr>
<td>90% - 92%</td>
<td>beyond basic requirements – exceptional performance</td>
</tr>
<tr>
<td>87% - 89%</td>
<td>Reflects an understanding of and the ability to apply skills, principles and concepts above a basic level</td>
</tr>
<tr>
<td>83% - 86%</td>
<td>Reflects an understanding of and the ability to apply skills, principles and concepts above a basic level</td>
</tr>
<tr>
<td>80% - 82%</td>
<td>Denotes that a student demonstrated the required mastery of the material</td>
</tr>
<tr>
<td>77% - 79%</td>
<td>Denotes a grasp of the course essentials are minimal</td>
</tr>
<tr>
<td>70% - 76%</td>
<td>Indicates failure to master the essentials of the course.</td>
</tr>
<tr>
<td>65% - 69%</td>
<td>Indicates failure to master the essentials of the course.</td>
</tr>
<tr>
<td>64% or below</td>
<td>Indicates failure to master the essentials of the course.</td>
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</tbody>
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2. Course & Assignments:

- Purpose: To learn about career development & management
- To analyze the internship experience and improve marketability as a student
- Assignment Credit: Complete and assessed for quality according to directions
- Participations: Discussion board – only when specifically assigned.

3. Missed or Late Work: Case by case

4. Site FINAL Evaluation:
- Intern ensures punctually submitted to the internship coordinator
- Final Eval Form: Completed + signed + emailed to the GMU internship coordinator.
- An Unsatisfactory: If this occurs as a final evaluation, the intern meets w/ the intern coordinator.
- Important: Track the supervisor’s final evaluation to ensure end of term submission.

5. Incomplete GMU Policy: https://registrar.gmu.edu/topics/incomplete/

- Incomplete: No incomplete final grade is possible unless extenuating circumstances
- Emergencies: Students should seek assistance from the appropriate university office.
- Incomplete Form: Access CHSS Incomplete Form, discuss w/ coordinator and sign document

6. Emergencies / Illness / Alternative Scheduling: If you are unable to meet your intern requirements:

a. Notify the Communication Department Intern Director IMMEDIATELY
b. Changes in internship status are possibly due to:
   - Irreconcilable differences – Company reorganization – Logistical issues – Illness

c. Site Supervisor needs to make immediate contact & make arrangements to make up the work

d. Intern Coordinator contacts the internship agency to discuss the emergency.
I. COURSE #1: Assignment Overview – for interns taking Comm 450 the 1st time

60% of grade (points): Internship Field Experience (300 pts)
- Complete work hours of experiential learning designated on the contract
- Site Supervisor provides the final experiential evaluation

40% of grade (points): Comm 450 Assignments: Career Development & Management (200 pts)
- Assignments per VARIABLE 1 – 6 course credits
- Marketing & branding yourself to support your interview answers
- Showcase intern work accomplished as related to professional goals
- Learn about career development through Career Readiness Guide

1. Class Participation: Zoom sessions for Learning – on camera participation 40 points

2. INTERN of the WEEK: Paragraph + a picture in your work environment
   - Student may “opt-out” but assignment is still due 10 points

3. HANDSHAKE Profile: https://careers.gmu.edu/handshake 10 points

4. LINKEDIN Profile: https://www.linkedin.com 10 points

5. Resume Writing: https://careers.gmu.edu/students/resume-and-career-documents 15 points

   Job/internship description + created business card 15 points

7. Interviewstream: Responses & Self Evaluation:
   https://gmu.interviewstream.com 15 points

8. Journal Writing: Entries #1 – #2 – #3 (using formal APA style) 45 points
   - Purpose / Goals: Demonstrates meaningful reflections … to …
     - Highlight the progress toward achieving the internship learning objectives
     - Provide a forum for reflections on the experience (projects, tasks, challenges)
     - Assess the Experience: Document / validate weekly hours, observations, feelings
   - Paragraph Writing: EACH journal paragraph entry discusses a different topic
     - Numerically Sectionalize each answer: Well developed COHERENT paragraphs
     - Topic sentence w/ supporting evidence/analysis + concluding observations
     - Double space – APA format / style / organization – No cover page/ running head
     - College level writing / spell check ( -1 for each typo-grammar-spelling error)
     - Late Policy: Only in emergency situations e.g. hospitalization w/ documentation

Journal #1: (15 pts) Identify: Company location, size, purpose
   Your intern responsibilities
   Be specific
   Use examples about tasks / projects assigned and/or completed

Journal #2: (15 pts) Describe your work environment & site:
   Organization – Personal – Technology Communication
   Did you receive or participate in any intern training?
   How does the experience meet/or not your expectations?
   What factors would improve your experience?

Journal #3: (15 pts) Describe specific coursework learning you can apply to the internship?
   A conflict (past/ present – actual/ possible – personal/ organizational).
   Briefly discuss your mentors and/ or any developed professional friendships?
   What was your progress toward achieving your learning objectives?
   Specifically describe + attach the artifact you will use in the final oral report.
9. **Thank-You Letter:** 10 points
   - **Formal letter:** Shows gratitude & appreciation for the intern opportunity (see example).
   - **Write:** To all those who mentored & guided you, e.g. your site supervisor or mentors

10. **Oral Presentation of Intern Experience + work project / artifact:** 30 points
   - **Purpose:** Showcase accomplished work from the internship experiences (good or bad).
   - **Length:** 5 minute well organized oral presentation of internship experience & artifact
   - **Content:** Not just listing your work, but what you experienced for your future. Commenting on gained knowledge/skills, and analyze your learning.

L. **Course Philosophy:** Substantial effort and performance is required.
   1. **Professionalism:** the quality of performing at a high level, conducting oneself with purpose and pride.
      - Professionals go beyond minimum expectations & commit to make lasting & valuable contributions.
      - It is assumed that you adhere to excellent business practices, and you and your assignments are: Professional, prompt, and complete w/ proper organization, content, written form and aesthetics
      
      **Emerging professionals do not simply forget or “skip” assignments because they feel like it**
   2. **Deadlines:** When a supervisor states that a task/assignment is due, then it is a confirmed “due date.”
      - Understand the word “DEADLINE” in the business environment and in your course work.
      - When a deadline is not met, it is a no-win situation.
   3. **Role of the Internship Director:**
      - To work w/ you, as a student learner, in the course and ensure coursework is clear
      - To serve in a number of roles: coordinator – supervisor – evaluator – your advocate
   4. **Instructor Commitment:** Your instructor is committed to:
      - Use of reflection, fairness, assessment, and learning as an ongoing process.
      - Establish respectful and productive relationships that support learning, networking, and well-being
      - And, my hope is that you find your internship to be a rewarding and enjoyable experience.

M. **Responsibility Partners:** You and your course colleagues can EXCHANGE contact information

N. **Oral Assignment Policy:** Make lemonade out of lemons 😊
   1. **Logistics:** REQUIRED on due date to successfully pass the course.
   2. **Missed Posting:** SADLY – you missed it, unless there is an emergency
   3. **Video Recordings:** Personal cell / laptop / camera (subject to change.)
   4. **MAKE-UPS:** NONE currently scheduled. Exceptions for emergencies, e.g. hospitalized
   5. **Evaluation:** As an upper level course, some **advanced presentation skills** are expected.
      - **Assignment:** Quality of organization, content, presentation, followed directions
      - **P-O-W Power:** (P) Professional – (O) Organized – (W) Well–Rehearsed
O. Oral Assignment Evaluation Criteria (Rubric): Characteristics of a graded presentation

A Rating: Excellent
Stands apart from the rest; quality of work is beyond normal requirements; demonstrates originality of thought; interesting, exceptional organization, structure, clarity and presentation skills.

B Rating: Very Good
All of the above are good. Shows a reasonable understanding of presentation skills. Clearly above average performance. Reflects some good organizational thought. Contains elements above basic requirements. Some minor flaws.

C Rating: Satisfactory
Basic understanding and requirements met. Conforms to assignment w/out major flaws; presentation and organization are average; little originality, some flaws.

D Rating: Minimal
Vague organization, structure, and presentation skills. Lowest passing grade; minimum requirements met - without distinction.

F Rating: Failure
Directions & requirements not followed/met – organization-structure-presentation

P. Written Assignment Policy:  Make lemonade out of lemons 😊

1. Logistics: All assignments REQUIRED on due date/time to successfully pass the course.
   - Times New Roman – 12 font size – 1” margins, etc.
   - No late additions – revisions – updates - edits accepted.

2. Missed Posting: SADLY, you missed it unless there is an emergency.

3. MAKE-UPS: NONE currently scheduled. Exceptions for emergencies, e.g. hospitalized

4. Evaluation: Quality of organization, content, writing, followed directions

Q. Written Assignments Evaluation Criteria (Rubric): Characteristics of a graded paper / outline:

- College level writing noted in terms of clarity – language – syntax – grammar – APA style, etc.

A Excellent
Stands apart from the rest; quality of work, beyond normal requirements; demonstrates originality of thought; interesting analysis, exceptional organization, synthesis of concepts w/ exemplary clarity, fluency and conciseness; writing is free of all major errors

B Very Good
All of the above are good. Shows a reasonable understanding of concepts and theories. Clearly above average and reflects some good thought and analysis, but does not develop the concepts in an extraordinary or novel way. Analysis is above average. Fairly well organized. Contains elements above basic requirements. Some minor flaws.

C Satisfactory
Introduces concepts / theories but does not thoroughly examine. Basic understanding; only an acceptable ability to apply concepts and theories; conforms to assignment w/out major flaws; organization is average; requirements met, little originality, some flaws.

D Minimal
Vague structure. Concept application is not specific or, in some cases, correct. Errors reflect proofread issues. Lowest passing grade; min requirements met w/out distinction.

F Failure
Directions & requirements not met; Content ideas not met. Errors in organization, writing, grammar.
S. Site Visit / Site Contact (Possible):  NOT PART OF THE INTERNSHIP COURSE GRADE

1. Purpose (either in-person, via email, virtual):
   - Allows Intern Coordinator to be introduced to the agency and work environment.
   - An opportunity to re-examine learning objectives & express any concerns.

2. Goals: to gather feedback on intern’s progress from the perspective of all partnership parties.
   - to gather information for possible future networking and internship program development

3. Intern Coordinator hopes to schedule a short site visit / contact meeting for a mid-term evaluation.

4. If visit / contact is not conducted, intern should request progress feedback from agency.

5. If performance improvements are needed:
   - student + agency should make necessary adjustments to improve the experience for all parties.

T. GMU Course Resources & Policies: http://universitypolicy.gmu.edu/

1. Accuracy of student schedule: https://studentaccounts.gmu.edu/calendars/
   - Reference the GMU calendar and the last days to ADD / DROP / WITHDRAW.

2. Title IX, Sexual and Gender-Based Harassment and Other Forms of Interpersonal Misconduct:
   https://diversity.gmu.edu/sexual-misconduct
   - Course adheres to/follows all published policies regarding sexual harassment & equal opportunity.
   - Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:
     As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC).
   - The goal is to provide a safe, fair, and equitable learning environment.

3. Academic Integrity: https://masononline.gmu.edu/student-resources/academicintegrity/
   - Helps maintain ethical standards. Original work expected on assignments and properly credited.
   - Online courses maintain the same academic rigor and integrity as campus-based counterparts.
     - All Mason students are expected to meet these standards.
     - Be sure to understand your student rights and responsibilities in regard to academic integrity, the honor code, responsible use of computing, and student conduct.

4. Office of Disability Services: https://ds.gmu.edu/
   - Students contact Disability Services to request accommodations, with appropriate documentation

5. Diversity and Religious Holidays:
   https://ulife.gmu.edu/calendar/religious-holiday-calendar/
   - The Office of Diversity, Inclusion, and Multicultural Education (ODIME), seeks to create and sustain inclusive learning environments where all are welcomed, valued, and supported.
   - Mason University Life religious holiday calendar:
     It is the obligation of students within the 1st week of the term, to provide faculty members with the dates of major religious holidays on which you will be absent due to religious observance.

6. Student Privacy and Rights under FERPA: https://registrar.gmu.edu/ferpa/
7. Other Campus Resources:
   a. Online Educational Services, University Libraries:  http://library.gmu.edu/for/online
   b. ARC Writing Center:  
       https://masonkorea.gmu.edu/resources-and-services/academic-resource-center
   d. Counseling and Psychological Services:  
       https://masonkorea.gmu.edu/resources-and-services/counseling-and-wellness
   e. Mason Alert Emergency Notification System:  https://ready.gmu.edu/masonalert/