

FALL 2009 - COMMUNICATION INTERNSHIP/PRACTICUM SYLLABUS

Professor Clark McMillion, Internship Director. Email: mcmillion@umsl.edu (For courses Com 1193 and Com 4393)

If you have any questions regarding an Internship or Practicum, please contact Professor Clark McMillion during his office hours, 9:30 a.m.-11:00 a.m., MW, phone 516-6724.

A typical Practicum and Internship require approximately 150 hours of work for 3 credit hours. The exact number of hours is dependent on the nature of the Internship/Practicum. Practicums are on campus (usually working for KWMU, Alumni Relations, University Relations, Sports Information, The Current, Student Activities or Admissions). Internships are usually off campus but can be on campus. (Internship students may register for up to 6 credit hours - 50 hours of work is required for each additional credit hours).

You must have SENIOR standing to register for an Internship. For an Internship, transfer students must have taken at least 12 hours in the Communication Department at UMSL.

PRELIMINARY ACTIVITIES:

1. Look over the potential sites which interest you but consider several sites. A list of sites is in a binder and on the bulletin board in Room 590 Lucas Hall.
2. You will need to interview with a potential site.
 - a. Call the site and set up an interview.
 - b. Dress professionally.
 - c. Provide site with a resume.
 - d. Provide the site with examples of your work, if appropriate.
3. If you are accepted at the site you will need to sign and have the site supervisor sign an Internship/Practicum Contract. The contract should be returned to Clark McMillion before the beginning of the semester or very soon after the semester starts.
4. If you are not getting paid for your internship (almost all are not paid) **you should not begin the internship/practicum before you are registered for the class!!**
5. Submit the contract to the Coordinator (Clark McMillion). **After the contract is submitted, you will receive the special permission number needed to register for the course.**

REQUIREMENTS:

1. **A mid-term report is required.** The report should discuss your activities during the first part of the semester. You should write about your progress and evaluation of your experiences. With the report, you will need to turn in a **Timesheet** which lists all the hours you have worked. The report should include a detailed proposal for your final project. The report should be 2-3 pages in length. **The typewritten reports are due Wednesday, October 14 at 4:57 p.m.**

2. **Final Project, Paper, and Major-Field Assessment Test:** The final project should represent work done during the internship. It should reflect the best work you have done. Submit examples of your work, e.g., video or audio tapes, articles, promotional work. Discuss your project with the site supervisor. The project will be evaluated on the basis of content, creativity, appearance, potential impact, and professional image. Include with the final project a short paper (4-5 pages) which discusses your internship as a learning experience. Also, criticize and evaluate the educational value of the internship. As part of the department's assessment test you need to apply a communication theory to the internship experience. This part of the paper should be at least two pages (500 words).
3. You will also need to submit or have sent to me an evaluation letter with a recommended grade. This letter should be written by your site supervisor. I will e-mail you a form which is to be filled out by your supervisor.
4. You will need to turn in a final Timesheet.
5. Turn in all assignments to my office or my mailbox in 590 Lucas. **NO FAXES OR EMAILS!! Final projects, papers, timesheets, and letter of evaluation are due Wednesday, December 16, 2009 at 12:04 p.m.**

GRADES:

Mid-term report = 20% Final Project and Paper = 40% Evaluation by site supervisor = 40%

Note: This is a suggested grade, only the Coordinator can assign an official grade.