

## COMM 493 Internship-CrsRvs-2016-02-02

**Form Information**

The page you originally access is the global template version. To access the template document that progresses through the workflow, please complete the following steps:

**First Step:** ONLY change the text in the [brackets] so it looks like this: **CRIM 101 Intro to Criminology-CrsRvs-2015-08-10**

- ***IF DUAL LISTED list BOTH courses in the page title***

**Second Step:** Click "SAVE" on bottom right

- ***DO NOT TYPE ANYTHING INTO THE FIRST PAGE OTHER THAN THE TEXT IN BRACKETS***
- ***Please be sure to remove the Brackets while renaming the page***

**Third Step:** Make sure the word **DRAFT** is in yellow at the top of the proposal

**Fourth Step:** Click on "**EDIT CONTENTS**" (not EDIT) and start completing the template. When exiting or when done, click "SAVE" on bottom right

When ready to submit click on the workflow icon and hit approve. It will then move to the chair as the next step in the workflow.

**\*Indicates a required field**

<b>Proposer*</b>	B. Gail Wilson	<b>Proposer Email*</b>	bgwilson@iup.edu
<b>Contact Person*</b>	B. Gail Wilson	<b>Contact Email*</b>	bgwilson@iup.edu
<b>Proposing Department/Unit*</b>	Communications Media	<b>Contact Phone*</b>	7-3210

<b>Course Level*</b>	undergraduate-level
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**Course Revisions**

(Check all that apply; fill out categories below as specified; i.e. if only changing a course title, only complete Category A)

Category A:

catalog\_desc\_change

mod\_prereq

Category B:

course\_revision

credit\_hour\_change

**\* Teacher Education: Please complete the Teacher**

**Education section of this form (below)**

**\* Liberal Studies: Please complete the Liberal Studies**

**section of this form (below)**

**\* Distance Education: Please complete the Distance**

**Education section of this form (below)**

**Rationale for Proposed Changes (All Categories)**

**(A) Why is the course being revised/deleted:\***

The syllabus and course description for COMM 493 Internship have not been updated in several years. Because of the changing nature of communications and media, content and expectations were out of date. This revision includes minor updating of out of date language in the course description, objectives and course content. The revision includes specific mention of a final internship project and required 2.0 GPA, consistent with University policy. Additionally, the revised syllabus addresses the newly required internship affiliation agreements.

The credit requirement for COMM 493 is changed from a variable credit load (var-6, 9 or 12) to nine credits. Changes in the media industry have made it increasingly difficult for students to obtain a 12-credit internship and a six-credit internship does not offer students a comprehensive experience. A six-credit internship becomes an "observational" experience with limited opportunity for students to gain hands-on experience. Regarding a 12-credit internship, media organizations typically cannot accommodate a student intern 40 hours a week for 12 weeks. Anything less than 40 hours a week, means a student cannot complete the internship in the time frame of our summer sessions.

The consistent nine credit internship experience will aid in academic advising as students plan their course work in the semesters leading up to the internship. With a nine-credit internship, students are able to arrange their internship, complete the work experience and all other internship requirements during the summer term.

A standardized nine credit internship makes assigning faculty load much easier and easier to reassign faculty should a student change internship sites. Internship sections are usually comprised of interns from a single geographic area to make it less expensive for IUP faculty to visit the site. If all interns have 9 credits, shifting them from section to section becomes much easier, making the complex task of assigning interns to sections much simpler and equitable for faculty.

**(B) University Senate Summary of Rationale\***

*Please enter a single paragraph summary/rationale of changes or proposal for University Senate.*

The syllabus and course description for COMM 493 Internship have not been updated in several years. Because of the changing nature of communications and media, content and expectations were out of date. This revision includes minor updating of out of date language in the course description, objectives and course content. The revision includes specific mention of a final internship project and required 2.0 GPA, consistent with University policy. Additionally, the revised syllabus addresses the newly required internship affiliation agreements. The credit requirement for COMM 493 is changed from a variable credit load (var-6, 9 or 12) to nine credits. Changes in the media industry have made it increasingly difficult for students to obtain a 12-credit internship and a six-credit internship does not offer students a comprehensive experience. Additionally, the consistent nine credit internship experience will aid in academic advising as students plan their course work in the semesters leading up to the internship. With a nine-credit internship, students are able to arrange their internship, complete the work experience and all other internship requirements by the end of the summer term.

**(C) Implications of the change on the program, other**

**programs and the Students:\***

The changes to prerequisites and course objectives will have no negative impact on COMM or other programs. The positive impact is a clearer understanding for students and faculty of the requirements for the internship project. The credit change will standardize the internship requirement for future students and will allow for better academic advising. Students entering the program once the revision is approved will have a nine credit internship experience. Students admitted to COMM prior to the implementation of the revision will be granted exceptions as needed. The majority of our current COMM students are electing to do a nine credit internship.

**Current Course Information\***

**Proposed Changes**

**Category A**

<b>(D) Current Prefix*</b>	COMM	<b>Proposed Prefix</b>	COMM
<b>(E) Current Number*</b>	493	<b>Proposed Number</b>	493
<b>(F) Current Course Title*</b>	Internship	<b>Proposed Course Title</b>	Internship
<b>(G) Prerequisite(s)</b>	COMM 395, departmental approval	<b>Proposed Prerequisite(s)</b>	COMM 395, 2.0 overall GPA and departmental approval

**(H) Current Catalog Description**

A supervised professional summer work experience in communications media. Sites reflect the academic goals of the department and are approved and administered by a department coordinator. Location, duties, length of internship, and hours are individually tailored to students' career goals. Sites represent wide application of process and technology of communications in business, education, allied health, or other agencies. Students must complete 40 hours of the internship work experience per credit earned. A maximum of 15cr is applicable to an undergraduate degree program from any combination of internship and practicum experience.

**Proposed Catalog Description**

Supervised professional summer work experience in communications media. Internship sites reflect the academic goals of the department and are approved and administered by a department coordinator. Location, duties, duration of internship and work hours are tailored to students' career goals. Sites represent a broad spectrum of communications and media in business, education, health, or other agencies. Students must complete 360 hours of internship work experience and a culminating internship project. A maximum of 15 credits of internship and/or practicum are permitted toward a degree program. Students whose internship responsibilities include regular contact with minors are required to take the Protection of Minors Training. All internship sites are required to be compliant with University internship policies and requirements.

**If changing Category A, no further action required.**

**Category B (If no change, leave blank)**

**(I) Number of Credits**

Class Hours:  
Lab Hours:  
Credits: var-6, 9, 12

**Proposed Number of Credits**

Class Hours:  
Lab Hours:  
Credits: 9

**(J) Current Course**

Objectives for the internship experience are proposed by each student while taking COMM 395 (Career Planning in Communications Media), refined by the hosting site (during interviews), and accepted by the Department internship coordinator. This document, called the internship proposal, is affixed to the Experiential Education Application.

**(Student Learning)**

**Outcomes**

The student will:

- gain experience in a professional work setting consistent with the student's career goals;
- develop an understanding of the work environment and use this understanding to refine career goals;
- acquire skills, knowledge and experience in areas specific to the internship setting;
- participate in projects and compile materials suitable for inclusion in a final project and professional portfolio;
- use those newly developed skills to conduct a job search this or a related field; and
- use the internship site as a means to develop professional contacts and refine interpersonal skills.

**Proposed Course**

**(Student Learning)**

**Outcomes**

Each student will define his or her own objectives for the internship experience while taking COMM 395 (Career Planning in Communications Media). These objectives will reflect the learning experience the student hopes to obtain through the internship. These will be refined by the hosting site (during interviews), and accepted by the department internship coordinator. This document, called the internship proposal, is included with the internship contract and other documents submitted to the Communications Media internship coordinator.

The Department of Communications Media course objectives for COMM 493 are:

At the conclusion of the internship experience, the student will:

- gain experience in a professional work setting consistent with the student's career goals;
- develop an understanding of the work environment and use this understanding to refine career goals;
- acquire skills, knowledge and experience in areas specific to the internship setting;
- participate in projects and compile materials suitable for inclusion in a final project and professional portfolio;
- submit a culminating final internship project that includes an analysis of the internship experience and submission of an internship portfolio demonstrating the accomplishment of the student's internship objectives;
- use newly developed skills to conduct a job search in this or a related field; and
- use the internship site to develop professional contacts and refine interpersonal skills.

**(K) Dual Listed Courses Only:**

**List Current Learning**

**Outcomes for the**

**Higher-Level Course**

**Dual Listed Courses Only:**

**List Proposed Learning**

**Outcomes for the**

**Higher-Level Course**

(L) Brief  
Course  
Outline

(It is  
acceptable  
to copy  
  
from old  
syllabus)

**As outlined by the federal definition of a "credit hour", the following should be a consideration**

**regarding student work - For every one hour of classroom or direct faculty instruction,**

**there should be a minimum of two hours of out of class student work.**

The daily work schedule will be determined by the student and the internship host site. It is expected that students will work 40 hours per week equivalent to the number of credits being earned. For example, a student seeking 6sh of internship would typically complete 40 hours per week for six weeks at the host site. A deadline for the submission of the student's final project is established by the internship coordinator and is usually one week before the scheduled completion of the internship experience.

Brief Course  
Outline

(Give  
sufficient  
detail to  
communicate  
the

content to  
faculty  
across  
campus.

**It is not  
necessary to  
include  
specific**

**readings,  
calendar or  
assignments)**

**As outlined by the federal definition of a "credit hour", the following should be a consideration**

**regarding student work - For every one hour of classroom or direct faculty instruction,**

**there should be a minimum of two hours of out of class student work.**

The student and the internship host site will determine the daily work schedule. Students will complete 360 total work hours to earn nine credits in COMM 493. The student's assigned faculty internship supervisor will establish a deadline for the submission of the final internship project.

The final grade for the internship is determined based on the following criteria:

5% - maintaining regular communication with the faculty supervisor

15% - faculty supervisor mid-term evaluation

10% - site supervisor mid-term evaluation

30% - site supervisor final evaluation

40% - internship final project

Each intern is assigned a COMM faculty member who serves as the faculty supervisor. At approximately the mid-term point of the internship experience, the faculty member conducts an in-person site evaluation, when geographically reasonable and communicates with the student and the on-site supervisor. When an in-person visit is not feasible, faculty supervisors will use alternate means of communication (email, video conferencing, phone calls, etc.). The faculty member evaluates the student and considers such criteria as the student's ability to complete tasks effectively, to demonstrate creativity and initiative, to interact effectively with professional staff members, to maintain a professional attitude and to use the information and experience gained to further career goals.

The faculty internship supervisor will supply an evaluation form to the site supervisor for the mid-term and final evaluation. This evaluation provides feedback to the student intern and the supervising COMM faculty member

Guidelines for the final internship project are distributed to students in COMM 395. This project is evaluated by the supervising faculty member based on information included in the following five components:

1. A narrative review of the internship experience, including a summary of the student's work experience;
2. A case study of the organization, demonstrating the student's understanding of the organization and its role in the communication industry;
3. A career development and marketing plan, including an explanation of the networking opportunities afforded the student, a strategy for job searches and an updated resume;
4. Documentation of work hours and activities. This documentation may take the form of daily logs or regular reports as dictated by the faculty internship advisor. Students are required to keep a running total of their complete internship hours, a summary of tasks completed and must be able to document that the hours worked are sufficient for the number of credits the student is receiving for COMM 493.
5. A portfolio from internship assignments to include samples of work completed by the student that illustrate skills developed on the internship that enhance opportunities for employment.

## Distance Education Section

**- Complete this section only if adding Distance Education to a New or Existing Course**

**If Completing this Section,**

**Check the Box to the Right:**

**Course Prefix/Number**

**Course Title**

**Type of Proposal**

**See CBA, Art. 42.D.1 for Definition**

**Brief Course Outline**

**Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar or assignments**

**As outlined by the federal definition of a "credit hour", the following should be a consideration regarding student work - For every one hour of classroom or**

**direct faculty instruction, there should be a minimum of two hours of out of class student work.**

### Rationale for Proposal (Required Questions from CBA)

**How is/are the Instructor(s) qualified**

**in the Distance Education delivery**

**method as well as the discipline?**

For each outcome in the course, describe

how the outcome will be achieved using

Distance Education technologies.

How will the Instructor-student and

student-student interaction take place?

(if applicable)

How will student achievement be evaluated?

How will academic honesty for tests

and assignments be addressed?

## Liberal Studies Section

- Complete this section only for a new Liberal Studies course or Liberal Studies course revision

If Completing this Section,

Check the Box to the Right:

Liberal Studies Course Designations (Check all that apply)

Learning Skills:

Knowledge Area:

Liberal Studies Elective

*Please mark the designation(s) that apply - must meet at least one*

Expected Undergraduate Student

*Describe how each Student Learning Outcome in the course enables students to become Informed Learners, Empowered Learners and/or Responsible Learners*

Learning Outcomes (EUSLOs)

*See <http://www.iup.edu/WorkArea/DownloadAsset.aspx?id=181694>*

Description of the Required

*Narrative on how the course will address the Selected Category Content*

Content for this Category

**All Liberal Studies courses are required to include perspectives on cultures and have a supplemental reading.**

**Please answer the following questions.**

**Liberal Studies  
courses must  
include**

**the perspectives and  
contributions**

**of ethnic and racial  
minorities and**

**of women whenever  
appropriate to**

**the subject matter.  
Please explain**

**how this course will  
meet this**

**criterion.**

**Liberal Studies  
courses require the**

**reading and use by  
students of at**

**least one  
non-textbook work of**

**fiction or non-fiction  
or a collection**

**of related articles.  
Please describe**

**how your course will  
meet this**

**criterion.**

## **Teacher Education Section**

**- Complete this section only for a new Teacher Education course or Teacher Education course revision**

**If Completing  
this Section,**

**Check the  
Box to the  
Right:**

**Course  
Designations:**

**Key  
Assessments**

For both new and revised courses, please attach (see the program education coordinator):

- The Overall Program Assessment Matrix
- The Key Assessment Guidelines
- The Key Assessment Rubric

**File**

**Modified ^**

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No files shared here yet.

**Narrative  
Description  
of the**

***How the proposal relates to the Education Major***

**Required  
Content**

**For Deans Review**

Are Resources Available/Sufficient for this Course?

Is the Proposal Congruent with the College Mission?

Has the Proposer Attempted to Resolve Potential Conflicts with Other Academic Units?

Comments: