

MCOM 4398 - PROFESSIONAL INTERNSHIP
DEPARTMENT OF MASS COMMUNICATION
SAM HOUSTON STATE UNIVERSITY

Coordinator:
Office:
Office Phone:
Email:
Class times: Arrange

Internship Coordinator refers to the faculty adviser for internships as appointed by the Department of Mass Communication. **Internship Sponsor** refers to the organization and its appointed representative providing the internship.

CATALOGUE DESCRIPTION

An on-the-job application of skills and theories learned in the classroom for students who have completed their sophomore year. Internships are with newspapers, magazines, public relations or media organizations, and advertising agencies, and with businesses, non-profit groups, and government agencies. 3hrs Credit.

VALUE OF INTERNSHIPS

Internships serve as a crucial bridge between academic learning and real-world experience. A strong internship program is vital to the SHSU Mass Communication program, benefiting students and employers. From SHSU's perspective, an active internship program provides valuable professional insights and balances academic theory and practical experience within the Mass Communication curriculum. For students, internships are vital in securing desirable jobs after graduation, as each step of the internship process offers important experience toward becoming a professional communicator. From the employer's standpoint, engaging in an internship program allows them to discover and recruit top talent. Internships introduce fresh, innovative individuals into businesses, helping to ensure the future growth of the profession.

PURPOSE

The objective of MCOM 4398 is to offer a variety of hands-on experiences in the area of students' career interests. Students are expected to apply their classroom training to practical situations. This internship experience also provides opportunities to build a portfolio that demonstrates their work experience. There is no textbook for this course.

CLASS STRUCTURE

Internships during long semesters are arranged around other class commitments. Just as in the workplace, students may be asked to work longer or different hours to meet a deadline. Internships can be either full-time or part-time and may be paid or unpaid.

REQUIREMENTS & PROCEDURES

To begin work on an internship, each student must meet the following requirements:

- Declared MCOM as my academic major
- Completed 72 hours of coursework with an overall GPA of 2.5 or higher.
- Completed a minimum of 18 hours in MCM with a GPA of 2.75 or higher.
- Have a grade of 'B' or better in ENGL 1364, 1365, and any technical writing courses.
- Complete the Department of Mass Communication application material (See MCOM website.)
- Be supervised by a professional in the field

STUDENT DOCUMENTATION

After the internship is approved and during the internship semester, the student:

- Keep an informal journal to record experiences, reactions, and ideas.
- Log the number of hours spent on the internship.
- Collect samples and clips of work for a portfolio.
- Submit a mid-term self-evaluation form to the Internship Coordinator at the midpoint of the internship.
- Submit a final-term self-evaluation form, their professionally prepared portfolio, and a summary report of the entire internship.

TIME REQUIREMENTS

The student must complete a minimum of 150 hours of supervised work at the host organization. The internship supervisor should verify the completed hours on the evaluation form.

EVALUATION

After the internship, the host supervisor will submit a written evaluation of the student's work to the faculty internship coordinator. This evaluation will include ratings in the following areas: job knowledge, initiative, judgment, attitude, quality of work, and quantity of work.

The student will receive credit as determined by the internship coordinator, who will confirm that all parts of the internship process, as outlined above, have been completed. The final grade will be based on the host's evaluation and the materials submitted by the student.

Students who believe they have been unfairly denied credit should contact the Department of Mass Communication chair or refer to the internship oversight committee.

ATTENDANCE

Internships should be treated like professional jobs. Excessive lateness or absences are not tolerated in the workplace and are unacceptable in an internship.

STUDENTS WITH DISABILITIES

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely because of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs, nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their instructors so that appropriate strategies can be considered, and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines for providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

Q-DROPS

Students are allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped before the Q-drop date will not count toward the limit.

Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop the class, the student will be required to remain in the class.

The Q-drop limit took effect with the start of the fall 2004 semester. Any drops accumulated before the fall 2004 semester will not be included in the five Q-drop limits. Neither will Q-drops from other universities.

NOTE: A Q-drop is a drop made after the last day for tuition refunds (12th class day for fall/spring; 4th class day for summer) but before the date for which a drop would result in a grade of 'F' - as published in the Academic Calendar.