



## COMM 4303.001 – Communication Internship

Spring 2016 – Internship with the *Alpine Avalanche*  
January 19, 2015 – May 12, 2015

### Instructor Information

Dominique Sanchez  
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Office hours: MW 11-12, TR 8:30-9:30  
Walk-ins or by appointment welcome

### *Alpine Avalanche* Supervisor Information

Gwin Grimes  
Editor and Publisher, *Alpine Avalanche*  
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### Learning Objectives:

1. To understand the role of communication as it relates to the mission and goals of the employing organization
2. To understand and apply First Amendment principles and the law appropriate to professional practice
3. To work ethically in pursuit of truth accuracy, fairness and diversity
4. To show sensitivity to diversity and cultural issues in communication
5. To think critically and independently
6. To write correctly and clearly in appropriate forms and styles
7. To understand and/or use good communication concepts and techniques
8. To demonstrate creativity in completing assignments
9. To demonstrate adequate skills in appropriate technology and software
10. To demonstrate research/fact finding skills

### Program Learning Outcomes (Communications, BA):

1. Demonstrates the ability to competently deliver public presentations, including the use of presentation technology such as presentation software, video, and audio.
2. The ability to analyze communication content for argument, including identification of major elements, such as claims, warrants, data, etc.
3. Demonstrates the ability to complete appropriate discipline specific writing assignments.
4. The ability to apply communication theory to the analysis of communication situations appropriate to each degree specialization.
5. Demonstrate competent use of media technology including video, audio, and internet-based technology.

### ADA:

Sul Ross State University is committed to equal access in compliance with the Americans With Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Mary Schwartz, M.Ed., L.P.C., in Counseling and Accessibility Services, Ferguson Hall, Room 112. The mailing address is P.O. Box C-171, Sul Ross State University, Alpine, Texas 79832. Telephone: 432-837-8203. Email: [mschwartz@sulross.edu](mailto:mschwartz@sulross.edu).

## **Academic Credit**

Students receive three academic credits for the successful completion of the semester long internship. Internships are learning experiences for which students earn academic credit. As with all college courses, students should learn skills and concepts that will prepare them for their careers.

## **Sample Internship Duties**

- Researching, writing and editing content for company publications
- Photojournalism
- Tracking media clips
- Reporting and writing
- Copy editing and proofing
- Creating and maintaining Web site content
- Assisting in the planning and execution of special events, sales and marketing plans

## **Student Responsibilities**

- Meet with faculty adviser to discuss internship interest and preparation.
- Meet with supervisor prior to internship to discuss expectations.
- Sign internship contract and receive formal approval from faculty adviser prior to starting work.
- Be prepared and on time for work each day.
- Complete an average of 10 internship work hours per week for one long semester.
- Dress appropriately for the workplace.
- Behave ethically and professionally.
- Be positive and enthusiastic about the internship.
- Discuss any problems with supervisor and, if necessary, with the faculty adviser or the internship coordinator.
- Submit all required evaluations and remind supervisor to do the same.
- Submit a final evaluation and portfolio, and meet with faculty adviser for an exit interview.

## **Bi-weekly Evaluations/Reflections**

- Every two weeks you are required to submit evaluations/reflections discussing what occurred during internship hours and how it relates to your degree and future career goals
- Each reflection should be completed as a journal entry in Blackboard
- Each entry must be at least three fully developed paragraphs in length
- The journal entry due dates are:
  - Friday, January 29
  - Friday, February 12
  - Friday, February 26
  - Friday, March 11
  - Friday, March 25
  - Friday, April 8
  - Friday, April 29
  - Friday, May 6

### Some Semester Dates to Know

Wednesday, February 3 – 12<sup>th</sup> class day, last day to drop a course without creating an academic record

Tuesday, March 8 – Mid Semester

Monday, March 14 – Friday, March 18 – Spring Break. No Classes.

Friday, March 25 – Good Friday Holiday, No Class

Friday, April 8 – Last day to drop a course and receive a “W”

Thursday, May 5 – Friday, May 6 – Dead Days

Monday, May 9 – Thursday, May 12 – Finals Week

Saturday, May 14 – Graduation

### Final Exam Schedule

Final examinations in Laboratory and Physical Education activity courses will be given during the last class period of the semester. For times not listed, consult with your instructor.

For Classes Meeting on:	Exam Date and Time will be:
<b>Monday/Wednesday/Friday</b>	<b>Monday</b>
8 a.m.	8 a.m. - 10 a.m.
10 a.m.	10:15 a.m. - 12:15 p.m.
1 p.m.	12:30 p.m. - 2:30 p.m.
3 p.m.	3 p.m. - 5 p.m.
Monday Night Classes	6 p.m. - 8 p.m.
<b>Tuesday/Thursday</b>	<b>Tuesday</b>
9:30 a.m.	8 a.m. - 10 a.m.
11 a.m.	10:15 a.m. - 12:15 p.m.
2 p.m.	12:30 p.m. - 2:30 p.m.
3:30 p.m., 4 p.m.	3 p.m. - 5 p.m.
Tuesday Night Classes	6 p.m. - 8 p.m.
<b>Monday/Wednesday/Friday</b>	<b>Wednesday</b>
9 a.m.	8 a.m. - 10 a.m.
11 a.m.	10:15 a.m. - 12:15 p.m.
12 p.m.	12:30 p.m. - 2:30 p.m.
2 p.m.	3 p.m. - 5 p.m.
Wednesday Night Classes	6 p.m. - 8 p.m.
<b>Tuesday/Thursday</b>	<b>Thursday</b>
8 a.m.	8 a.m. - 10 a.m.
12:30 p.m.	10:15 a.m. - 12:15 p.m.
1 p.m.	12:30 p.m. - 2:30 p.m.
Thursday Night Classes	6 p.m. - 8 p.m.