

**Instructor:** Jenny Moore

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Office: Central Academic Building, 320C

Course Format: Online

Office Hours: Sign up for appointments: [calendly.com/profjmoore](https://calendly.com/profjmoore)

**COURSE DESCRIPTION:**

Supervised professional experience in a media outlet, public relations office or other media-related setting. Jointly supervised by on-campus faculty and off-campus representatives at the internship site. Student may repeat this class for a maximum of six semester credit hours.

**PREREQUISITES:**

Prerequisites: COMM 2305/2309, and instructor approval.

**OBJECTIVES:** As a result of this course, you will be able to:

1. Develop professional and practical experience in the field of communications
2. Design, build and market a digital portfolio representing your goals and experiences
3. Experience a fuller sense of career opportunities in your field of interest
4. Present your experience to a wider university/agency audience

**REQUIRED READING:**



1.

True, Michael. InternQube, Professional Skills for the Workplace.

ISBN 9780989091817

Available in the university bookstore. The e-book is available for variable prices, as low as \$7.99 on Amazon.



2.

Communication Internship Guide. Available in pdf format in Blackboard/Syllabus.

**COMM 4392 – Internship  
Communication Program**

**[Summer 2020 – 8 Week Session]**

**Texas A&M-San Antonio, College of Arts & Sciences**

**EVALUATION:**

You will be evaluated on a 1,000 point grading system.

<b>Graded Items</b>	<b>% of Final Grade</b>	<b>Points</b>
Orientation Virtual Meeting	5%	50
Week 1 Journal	4%	40
Week 2 Journal	4%	40
Week 3 Journal	4%	40
Week 4 Journal	4%	40
Week 5 Journal	4%	40
Week 6 Journal	4%	40
Week 7 Journal	4%	40
Week 8 Journal	4%	40
Midterm Virtual Meeting	5%	50
Midterm Reflection	10%	100
Digital Portfolio (Draft)	15%	150
Digital Portfolio (Final)	25%	250
Recorded 1.5 Lightning Talk Video	8%	80
	<b>100%</b>	<b>1,000 Points</b>

**EVALUATION DETAILS:**

<b>Graded Items</b>	<b>Description</b>
8 Journals	You will complete a total of 8 journals. The journal is divided into two parts: 1. Work log and 2. Reflective questions tied to weekly readings in InternQube. Please make sure you download the correct assignment. If you miss a journal deadline you will not be allowed to submit. Late journals are not accepted. You will receive a zero for any entry submitted past deadline.
2 Face-to-Face Meetings	See the Course Schedule on Blackboard and the end of syllabus for information on the following meetings: 1. The Required Orientation 2. Midterm Meeting  No shows: You will receive a zero for lack of attendance.
1 Midterm Reflection	The midterm reflection provides individual students the opportunity to assess their own work, reflect with the faculty adviser on

	accomplishments, and make necessary adjustments to improve your internship experience. Late midterm reflections are not accepted. You will receive a zero for any entry submission past deadline.
1 Digital Portfolio Draft	The digital portfolio is your start to an online professional presence. The audience includes prospective internship supervisors and future employers. Your portfolio must include an About Page, Professional Photo, Resume, a minimum of 5 work samples, and links to your social media. Plan on collaborating with your professor to plan and design your online presence. The digital portfolio is first submitted in Draft Form, then again at the end of the term following a critique. If you miss the deadline for either the draft/final, late work will not be allowed. You will receive a zero for any entry submitted past deadline. <b>Digital Portfolio Draft Due July 12</b>
1 Digital Portfolio Final	The final digital portfolio will be submitted following critique/feedback. <b>Digital Portfolio Final Due July 26</b>
1 Lightning Talk	The Lightning Talk is a recorded 3-minute presentation on your internship experience, including successes and challenges. <b>Lightning Talk Draft Due July 12</b> <b>Lightning Talk Final Due July 26</b>

Late Work: I mention above I do not accept late work. Your work is diversified across multiple categories and assignments. In most cases, if you miss 1-2 deadlines, it will not dramatically impact your final grade, depending on the point value of the assignment. Make a calendar and you should not have to miss a deadline or face-to-face meeting/event. Make educated calculations. If you can't avoid missing an event or assignment, I will accept early submission or advance notice in an email sent to [jenny.moore@tamusa.edu](mailto:jenny.moore@tamusa.edu)

Week	Class Date	Summary
<p><i>Required Orientation on WebEx (Pick One)</i>  <i>Tuesday, June 2 at 7 p.m</i>  <i>Thursday, June 4 at 2 p.m.</i></p>		
1	June 8-12	<b>Complete Journal 1</b> of 8 Due. See Week 1 Blackboard/Course Content.
2	June 15-19	<b>Complete Journal 2</b> of 8 Due June 14. See Week 2 Blackboard/Course Content.
3	June 22-26	<b>Complete Journal 3</b> of 8 Due June 21. See Week 3 Blackboard/Course Content.
4	June 29 - July3	<b>Complete Journal 4</b> of 8 Due June 28. See Week 4 Blackboard/Course Content. <b>Midterm Reflection Due June 28</b>
		<p><b>Midterm Check-In</b>                      Tuesday, June 30 at 7 pm                      Join Zoom Meeting  <a href="https://us02web.zoom.us/j/2950764735?pwd=UDBIVGNUMUclZEcTlra2g1bENFcHYrdz09">https://us02web.zoom.us/j/2950764735?pwd=UDBIVGNUMUclZEcTlra2g1bENFcHYrdz09</a>                      Meeting ID: 295 076 4735                      Password: internship</p> <p>or</p> <p>Wednesday, July 1 at 11 am                      Join Zoom Meeting  <a href="https://us02web.zoom.us/j/2950764735?pwd=UDBIVGNUMUclZEcTlra2g1bENFcHYrdz09">https://us02web.zoom.us/j/2950764735?pwd=UDBIVGNUMUclZEcTlra2g1bENFcHYrdz09</a>                      Meeting ID: 295 076 4735                      Password: internship</p>
5	July 6-10	<b>Complete Journal 5</b> of 8 Due July 5 See Week 5 Blackboard/Course Content. <b>Digital Portfolio Draft &amp; Lightning Talk Due July 12</b>
6	July 13-17	<b>Complete Journal 6</b> of 8 Due July 12. See Week 6 Blackboard/Course Content.
7	July 20-24	<b>Complete Journal 7</b> of 8 Due July 19. See Week 7 Blackboard/Course Content.
8	July 27-31	<b>Complete Journal 8</b> of 8 Due July 26. See Week 8 Blackboard/Course Content. <b>Digital Portfolio and Lightning Talk Final Due July 26</b>