



COMM 4392 Communication Internship

Spring 2024

Instructor: Jenny Moore

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Office: Central Academic Building, 320C

Course Format: Online (with one required weekly synchronous meeting Mondays from 9:30-10:30 am)

Virtual Office Hours: Please schedule an appointment with by sending me an email: jenny.moore@tamusa.edu

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 communication
2. Experience a fuller sense of career opportunities in your field of interest
3. Conclude the internship with a greater understanding of your interests and skillset and steps forward in your career development

REQUIRED READING: There are no required textbooks in this course.

EVALUATION:

You will be evaluated on a point grading system.

Graded Items	% of Final Grade	Points
REQUIRED MEETINGS		
Virtual Orientation Meeting	5%	50
1 Internship Group Check-In	5%	50
2 Internship Group Check-In	5%	50
3 Internship Group Check-In	5%	50
4 Internship Group Check-In	5%	50
5 Internship Group Check-In	5%	50
6 Internship Group Check-In	5%	50
7 Internship Group Check-In	5%	50
8 Internship Group Check-In	5%	50

9 Internship Group Check-In	5%	50
10 Internship Group Check-In	5%	50
11 Internship Group Check-In	5%	50
12 Internship Group Check-In	5%	50
13 Internship Close-Out Meeting	5%	50
REQUIRED INTERNSHIP CONTRACTS AND EVALUATIONS		
Approved Learning Agreement	10%	100
Supervisor Evaluation	10%	100
REQUIRED PROFESSIONAL DEVELOPMENT		
Career Adviser Meeting & Resume Review Reflection	10%	100
TOTAL:	100%	1,000 Points

EVALUATION DETAILS:

Graded Items	Description
Virtual Orientation Meeting	I will hold a course orientation prior to the semester. Please check your email and Blackboard for the scheduled orientation time and Zoom access link. I will record the session and file in Course Content under orientation materials.
Internship Group Check-In	We will meet virtually as a class on Zoom every week to check in on each other's progress and talk about various topics related to the internship experience.
Approved Learning Agreement	A learning agreement must be completed in Handshake. Attend the orientation to learn about the requirements.
Supervisor Evaluation	Your supervisor has the opportunity to complete an evaluation of your work and provide comments which will be shared with you at the end of the semester.
Career Adviser Meeting & Resume Review	I will instruct you on how to make an appointment with a Career Adviser. Please check Blackboard for instructions.

Late Work: I do not accept late work. 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. Refer to my calendar and you should not have to miss a deadline or virtual meeting/event. You will find I am accommodating and flexible if you contact me prior to having to miss a meeting or assignment. 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

IMPORTANT POLICIES AND RESOURCES

Academic Accommodations for Persons with Disabilities: The Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights protection for persons with disabilities. Title II of the ADAAA and Section 504 of the Rehabilitation Act require that students with disabilities be guaranteed equal access to the learning environment through the provision of reasonable and appropriate accommodation of their disability. If you have a diagnosed disability that may require an accommodation, please contact Disability Support Services (DSS) for the coordination of services. The phone number for DSS is (210) 784-1335 and email is dsupport@tamusa.edu.

Academic Learning Center: The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202.

Counseling/Mental Health Resources: As a college student, there may be times when personal stressors interfere with your academic performance and/or negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment call 210-784-1331 or visit Modular C, Room 166 (Rear entrance).

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services.

Crisis support is available 24/7 by calling the SCC at 210-784-1331 (after-hours select option '2'). For more information and self-help resources, please visit www.tamusa.edu/studentcounseling

Emergency Preparedness: JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com/>.

More information about Emergency Preparedness and the Emergency Response Guide can be found here:

<https://www.tamusa.edu/uploadfile/folders/sdbowen23/pdf/pdf-635073426137928167-10.100.20.116.pdf>

Financial Aid and Verification of Attendance: According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended the first week of class. Any student receiving federal financial aid who does not attend the first week of class will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Meeting Basic Needs: Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students (DOS@tamusa.edu) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to provide any resources they may possess.

Military Affairs: Veterans and active-duty military personnel are welcomed and encouraged to communicate, in advance if possible, and special circumstances (e.g., upcoming deployment, drill requirements, disability accommodations). You are also encouraged to visit the Patriots' Casa in-person room 202, or to contact the Office of Military Affairs with any questions at military@tamusa.edu or (210)784-1397.

Religious Observances: Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided an opportunity to make up any examination, study, or work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

Respect for Diversity: We understand that our students represent diverse backgrounds and perspectives. When we are equity-minded, we are aware of differences and inequalities and are willing to discuss them so we can act to resolve them. The University is committed to building cultural competencies, or the attitudes, skills, and knowledge that enable individuals and organizations to acknowledge cultural differences and incorporate these differences in working with people from diverse cultures. Respecting and accepting people different than you is vital to your success in the class, on campus, and as a future professional in the global community.

While working together to build this community we ask all members to:

- Share their unique experiences, values, and beliefs.
- Be open to the views of others.
- Honor the uniqueness of their colleagues.
- Value each other's opinions and communicate respectfully.
- Keep confidential discussions that the community has of a personal (or professional) nature.
- Use this opportunity together to discuss ways in which we can create an inclusive environment in this course and across the A&M-San Antonio community.

The Six-Drop Rule: Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination: Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equality of opportunity and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation, and world. All decisions and actions involving students and employees should be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin,

age, disability, genetic information, veteran status, sexual orientation, gender identity, or gender expression. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the appropriate offices within their respective units.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victims advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamusa.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact the Student Counseling Center at (210) 784-1331, Modular C.

Students' Rights and Responsibilities: The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university student rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, [Student Code of Conduct](#), on our website, University Catalog and to comply with them, as well as federal, state, and local laws.

3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide an environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notification.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation or disability. Behaviors that infringe on the rights of another individual will not be tolerated. Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the [Student Code of Conduct](#).

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

Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on “Writing, Language, and Digital Composing Center” to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://bit.ly/WLDCCenter>.

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Week	Dates	
	Pre-Semester Orientation Meeting	Virtual Orientation Meeting 9:30-10:30 am Monday, January 8 Join Zoom Meeting https://tamusa.zoom.us/my/jennymoore
1	Jan. 22-26	Friday, January 12 --Learning Agreement Due in Handshake.
2	Jan. 29-Feb. 2	Monday, January 29 9:30-10:30 am Internship Group Check-In (1) https://tamusa.zoom.us/my/jennymoore
3	Feb. 5-9	Monday, Feb. 5 9:30-10:30 am Internship Group Check-In (2) https://tamusa.zoom.us/my/jennymoore
4	Feb. 12-16	Monday, Feb. 12 9:30-10:30 am Internship Group Check-In (3) https://tamusa.zoom.us/my/jennymoore
5	Feb. 19-23	Monday, Feb. 19 9:30-10:30 am Internship Group Check-In (4) https://tamusa.zoom.us/my/jennymoore
6	Feb. 26-March 1	Monday, Feb. 26 9:30-10:30 am Internship Group Check-In (5) https://tamusa.zoom.us/my/jennymoore

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7	March 4-8	Monday, March 4 9:30-10:30 am Internship Group Check-In (6)
8	March 11-15	Spring Break – No Meeting
9	March 18-22	Monday, March 18 9:30-10:30 am Internship Group Check-In (7) https://tamusa.zoom.us/my/jennymoore
10	March 25-29	Monday, March 25 9:30-10:30 am Internship Group Check-In (8) https://tamusa.zoom.us/my/jennymoore Assignment Due: Career Services Reflection. See Blackboard for Details
11	April 1-5	Monday, April 1 9:30-10:30 am Internship Group Check-In (9) https://tamusa.zoom.us/my/jennymoore Supervisor Evaluation Due Online – Your Professor will send each agency a reminder. Help me by telling your supervisor/mentor to check his/her email to complete the digital form in Handshake
12	April 8-12	Monday, April 8 9:30-10:30 am Group Check-In (10) https://tamusa.zoom.us/my/jennymoore
13	April 15-19	Monday, April 15 9:30-10:30 am Group Check-In (11) https://tamusa.zoom.us/my/jennymoore
14	April 22-26	Monday, April 22 9:30-10:30 am

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		Internship Group Check-In (12) https://tamusa.zoom.us/my/jennymoore
15	April 29-May 3	Monday, April 29 9:30-10:30 am Final Internship Group Check-In (13) https://tamusa.zoom.us/my/jennymoore