Course Overview:
In order to complete an internship for COMM credit, you must meet an overall GPA requirement of 2.5 and a COMM major GPA of 2.75 and be of at least junior standing. You must also have completed COMM 300. The Communication Studies Unit Coordinator (Dr. Jennifer Potter) will approve all internships not listed on the pre-approved list.

Internships credits are available for students who work at an approved site to gain professional experience related to their career goals. Each credit of COMM credit is equivalent to 40 hours of work at the internship site. Typically, you may earn 1-3 credits of internship credit during a semester.

Learning Outcomes:
Students are expected to acquire the following skills through the internship:
- Extend the skills and knowledge they acquired from relevant classes.
- Engage in continuous learning and development of new skills appropriate for Communication Studies.
- Engage in professional interactions in a business setting.
- Build a professional portfolio, if possible.

Internship Assignments:
1. Completed forms as required by the Career Center and located online.
2. Weekly email log (1-2 pages) that documents the work being completed and is compiled at the end of the semester into a portfolio.
3. Final written evaluation from supervisor that documents your completion of the internship and your quality of work.
4. Signed log of hours worked at the internship site.
5. Final evaluation (5-8 pages) from you that reflects on your internship experience—what did you learn? Would you recommend this internship site to other students? How do you think this internship will help you achieve your professional goals?

Grading Criteria:
This course is graded on a S/U scale:
Successful: Student submits all assignments and forms and earns a 70% or better on the work.
Unsuccessful: Student fails to submit assignments and forms or earns less than 70% on the work.

Course Policies:

Disruptive Behavior Statement
When students’ behaviors become disruptive to class, faculty have the authority to remove students from class. Students will not be allowed to make up the rest of that semester’s
coursework. If the incident occurs before the final withdrawal period, students must withdraw themselves. If the withdrawal period has expired, students will receive either an FX or the earned grade. Depending on the nature and level of disruptive behaviors, the faculty may report students to Student Affairs Office or Judicial Affairs. The faculty may also call the University Police immediately if there are threats of imminent physical injury or danger to the faculty or to other students in class.

ADA Procedures:
Towson University is committed to providing an educational environment that is accessible to all students. In accordance with this policy, students in need of accommodations due to a disability should contact the Office of Disability Support Services (ext. 42638) for verification and determination of reasonable accommodations as soon as possible after admission to the University, or at the beginning of each semester. If you are already registered, please see me to arrange accommodations. This course is in compliance with Towson University policies for students with disabilities. Students with disabilities are encouraged to register with Disability Support Services (DSS) 7720 York Road, Suite 232, 410/704-2638 (Voice or TDD). Students who suspect that they have a disability but do not have documentation are encouraged to contact DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing your accommodation is needed before any accommodation can be made. Further information can be found at http://www.towson.edu/dss/index.asp.

Liability Statement
In all assignments, students must comply with all laws and the legal rights of others (e.g., copyright, obscenity, privacy and defamation) and with all Towson University policies (e.g., academic dishonesty). Towson University is not liable or responsible for the content of any student assignments, regardless of where they are posted.

Plagiarism and Cheating:
The Mass Communication and Communication Studies department does not tolerate plagiarism or cheating on assignments, tests, or papers. If I find you cheating or committing plagiarism (even if you do not realize you are doing it), you will receive an F in this course. Please familiarize yourself with the department’s plagiarism and cheating policy. The policy can be found at http://www.towson.edu/mccs/docs/PlagiarismMemo.pdf.

Civility Code:
The College of Fine Arts and Communication has adopted a civility code that focuses on professional behavior for students, faculty, and staff. Please familiarize yourself with this civility code, as you will be expected to abide by its guidelines. The code can be found at http://www.towson.edu/mccs/docs/CivilityCode.pdf.

Sexual Harassment Policy:
TU is committed to complying with the University System of Maryland (the "System" or "USM") Policy on Sexual Harassment, BOR VI-I.20. This policy prohibits sexual harassment by any
member of the University community. Sexual harassment may also violate criminal and/or civil laws of the State of Maryland and the United States.

**Weapons:** Towson University prohibits the possession or control of any weapon while on university property. The term weapon includes any potentially dangerous object or substance or replica thereof. The full policy can be found at this link: (http://inside.towson.edu/generalcampus/tupolicies/documents/06-01.11 Weapons Prohibited.pdf)