



SAINT LOUIS UNIVERSITY
MADRID

CMM 4910: Communication Internship

Prerequisite(s): All Communication core classes (15 hours) completed plus one additional Communication course (3hours) in area of career interest. GPA of 2.65 overall and 2.85 in communication courses.

Credit(s): 1-6

Instructor: Dr. Daniel Chornet

Instructor's Email: daniel.chornet@slu.edu

Instructor's Campus Phone: 91 554 58 58, ext. 257

Course Objectives: Students gain valuable on-site experience in a profession in which they have career interest. They complement their academic learning by relating it to the workplace. Students create or revise resumes to gain the attention of potential employers and to make the necessary impression. They learn the importance of cover letters and follow-up correspondence and receive advice in writing these

2 documents. They learn the do's and don'ts of interviewing, and gain confidence in the procedure by making several contacts for interviews. Students are able to add valuable work experience to their resumes, and make excellent contacts for future reference. Many internships provide good sources of recommendation for employment upon graduation. Internships also offer students a good test of career possibilities, especially when the students obtain multiple internships. Sometimes they find out what they don't want to do.

Text/Readings: No textbook is required. Students are required to visit web sites of potential internship sites prior to interviewing. They also are directed to the Career Services site, which provides complete information on procedures and policies as well as information on approved sites by category. Resume writing guides are available, and students are provided with the department internship brochure. Students can review critiques of most internship sites from former interns (on file in office of Internship Director). Proper preparation for personal presentation to a potential employer is an important part of the internship process. "Prepare for success" is a good motto for the program.

Course Work: To gain three credit hours, students must complete 150 hours of work at an approved internship site (approximately 10–12 hours per week).

- **A daily log.** The daily log must be sent every two weeks to the Internship Director.

In the daily logs, students should not only describe what they did, but also reflect on it and describe their perceptions of the experience. Additionally, students should demonstrate that they are aware of how their internship experience complements their major and at the same time, how their major has provided them with the tools to perform successfully in the internship. An evaluation report is due at midterm from the intern's supervisor.

- **Meeting with Faculty Course Advisor**

When you are at least halfway done with your internship, you must schedule a meeting with Dr. Chornet to discuss your development in the internship. Consider what you have learned throughout your studies, how that compares to what you have experienced on the job, and how you have implemented the theories and concepts you learned in class.

- **Final paper**

Upon completion of 150 hours, the intern submits a four-page critique of his/her experience and a final evaluation from the internship supervisor. These final critiques remain on file for the future reference by students who may be interested in the specific sites in subsequent semesters.

Grading is Pass/Fail. Students can qualify for two internships, but only one is accepted as part of the required 40 hours for communication. The two internships must be with two different employers.

Summary: An internship is a valuable resource in preparing you for a successful career in the dynamic and expansive world of communication. It often is difficult to secure a meaningful job upon graduation because employers usually look for experience. New college graduates seldom have work experience related to their career interests. An internship provides an opportunity to get that important experience. Even if the company with which you have completed your internship does not hire you, the experience listed on your resume may lead to many other job openings. The contacts made during the internship give you excellent references and possibilities for networking. Today's competitive conditions almost demand that students complement their formal education with career related experiences.

On the job commitment:

1. Student:

- Fulfill the hours and follow the norms set by the company.
- Fulfill the job outlined by the company.
- Maintain contact with your Workplace Mentor and the Internship Coordinator in the manner indicated.

2. Workplace Mentor:

- Develop a work plan for the student.
- Orient and support the student on the job.
- Evaluate the student's on-the-job performance.

3. Internship Coordinator:

- Coordinate with the student and Workplace Mentor to ensure the work is challenging and that the student is fulfilling her or his commitment.
- Work with the faculty member to evaluate the performance of the student's goals, journal, progress reports and the final report.

4. Faculty Member:

Meet with student during the class and provide mentoring throughout the course as needed. Review and evaluate all student work; submit the final grade for the class.

Grading:

The work will be supervised and monitored by the Workplace Mentor and the Internship Coordinator from SLU Madrid. The Workplace Mentor will evaluate the student's performance by completing an

evaluation form and returning it to the Internship Coordinator. The final grade for this course is A-F and will be determined as follows:

- 25% - Workplace Mentor Evaluation
- 25% - Personal Development Goals and Journal
- 50% - Final Report, Resume and Portfolio

Saint Louis University - Madrid Campus is committed to excellent and innovative educational practices. In order to maintain quality academic offerings and to conform to relevant accreditation requirements, the Campus regularly assesses its teaching, services, and programs for evidence of student learning outcomes achievement. For this purpose anonymized representative examples of student work from all courses and programs are kept on file, such as assignments, papers, exams, portfolios, and results from student surveys, focus groups, and reflective exercises. *Thus, copies of student work for this course, including written assignments, in-class exercises, and exams may be kept on file for institutional research, assessment and accreditation purposes.* If students prefer that Saint Louis University - Madrid Campus does not keep their work on file, they need to communicate their decision in writing to the professor.

E-mail: Campus and course announcements will often be handled by e-mail. Students should check their "@slu.edu" e-mail regularly.

University Statement on Academic Integrity: Academic integrity is honest, truthful and responsible conduct in all academic endeavors. The mission of Saint Louis University is "the pursuit of truth for the greater glory of God and for the service of humanity." Accordingly, all acts of falsehood demean and compromise the corporate endeavors of teaching, research, health care and community service via which SLU embodies its mission. The University strives to prepare students for lives of personal and professional integrity, and therefore regards all breaches of academic integrity as matters of serious concern.

The governing University-level Academic Integrity Policy can be accessed on the Provost's Office [website](#). Additionally, SLU-Madrid has posted its academic integrity policy online: <http://www.slu.edu/madrid/academics>. As a member of the University community, you are expected to know and abide by these policies, which detail definitions of violations, processes for reporting violations, sanctions and appeals.

The professor will review these matters during the first weeks of the term. Please direct questions about any facet of academic integrity to your faculty, the chair of the department of your academic program or the Academic Dean of the Madrid Campus.

University Title IX Statement: Saint Louis University and its faculty are committed to supporting our students and seeking an environment that is free of bias, discrimination, and harassment. If you have encountered any form of sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the University. If you speak with a faculty member about an incident of misconduct, that faculty member must notify SLU's Title IX deputy coordinator, Marta Maruri, whose office is located on the ground floor of Padre Rubio Hall, Avenida del Valle, 28 (mmaruri@slu.edu; 915-54-5858, ext. 213) and share the basic fact of your experience with her. The Title IX deputy coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus.

If you wish to speak with a confidential source, you may contact the counselors at the SLU-Madrid's Counseling Services on the third floor of San Ignacio Hall (counselingcenter-madrid@slu.edu; 915-54-5858, ext. 230) or Sineus Multilingual Therapy Institute, the off-campus provider of counseling services for SLU-Madrid (www.sineus.es; 917-00-1979). To view SLU-Madrid's sexual misconduct policy and for resources, please visit the following web address: <http://www.slu.edu/Documents/Madrid/campus-life/SLUMadridSexualMisconductPolicy.pdf>.

Students with Special Needs: In recognition that people learn in a variety of ways and that learning is influenced by multiple factors (e.g., prior experience, study skills, learning disability), resources to support student success are available on campus. Students who think they might benefit from these resources can find out more about:

Course-level support (e.g., faculty member, departmental resources, etc.) by asking your course instructor.

University-level support (e.g., tutoring/writing services, Disability Services) by visiting the Academic Dean's Office (San Ignacio Hall) or by going to <https://www.slu.edu/madrid/academics/student-resources>.

Students with a documented disability who wish to request academic accommodations must contact Disability Services to discuss accommodation requests and eligibility requirements. Once successfully registered, the student also must notify the course instructor that they wish to access accommodations in the course. Please contact Disability Services at disabilityservices-madrid@slu.edu or +915 54 58 58, ext. 230 for an appointment. Confidentiality will be observed in all inquiries. Once approved, information about the student's eligibility for academic accommodations will be shared with course instructors via email from Disability Services. For more information about academic accommodations, see "Student Resources" on the SLU-Madrid webpage.

Note: Students who do not have a documented disability but who think they may have one are encouraged to contact Disability Services.