

**MCOM 4398 - PROFESSIONAL INTERNSHIP  
DEPARTMENT OF MASS COMMUNICATION  
SAM HOUSTON STATE UNIVERSITY**

Coordinator:

Office:

Office Phone:

Email:

Class times:     Arrange

**Internship Coordinator** refers to the faculty adviser for internships as appointed by the Department of Mass Communication. **Internship Sponsor** refers to the organization and its appointed representative providing the internship.

**CATALOGUE DESCRIPTION**

An on-the-job application of skills and theories learned in the classroom for students who have completed their sophomore year. Internships are with newspapers, magazines, public relations or media organizations and advertising agencies, and also with businesses, non-profit groups and government agencies. 3hrs Credit.

**VALUE OF INTERNSHIPS**

Internships provide an essential link between the classroom and workplace. A strong internship program is vital to the SHSU Mass Communication program and is equally valuable to students and employers. From SHSU's viewpoint, an active internship program is a good source of professional input and a way to keep a healthy mix of academe and hands-on experience in the Mass Communication program. From the student's point of view, internships are essential to finding good jobs after graduation. Every step of the process offers valuable experience toward the goal of becoming a professional communicator. From the employer's viewpoint, participation in an internship program helps discover and recruit the best new talent. Internships bring fresh, innovative people into businesses and help ensure the continuation of the profession.

**PURPOSE**

The objective of MCOM 4398 is to provide a variety of opportunities for hands-on experiences in the area of career interest. Students are expected to apply their classroom training to practical situations. This internship experience also provides opportunities to build a portfolio demonstrating work experience. There is no text.

**CLASS STRUCTURE**

Internships during long semesters are arranged around other class commitments. Just as in the workplace, students may be asked to work longer or different hours to meet a deadline. Internships may be full or part-time, paid or non-paid.

**REQUIREMENTS & PROCEDURES**

To begin work on an internship, each student must meet the following requirements:

- Declared MCOM as my academic major
- Completed 72 hours of coursework with an overall GPA of 2.5 or higher.
- Completed a minimum of 18 hours in MCM with a GPA of 2.75 or higher.
- Have a grade of 'B' or better in ENGL 1364, 1365 and any technical writing courses.
- Complete the Department of Mass Communication application material (See MCOM website.)
- Be supervised by a professional in the field

**STUDENT DOCUMENTATION**

After the internship is approved and during the course of the internship semester, the student:

- Keeps an informal journal to record experiences, reactions and ideas
- Logs the number of hours spent in the internship
- Keeps samples and clips of work for a portfolio
- Submits a typed report to the SHSU Internship Coordinator every two weeks
- Submits a self-evaluation to the Internship Coordinator at the mid-point of the internship
- Sets up an end-of-semester meeting with the Coordinator, at which the intern submits his or her professionally presented portfolio and a summary report of the entire internship.

### **TIME REQUIREMENTS**

The student must complete a minimum of 150 hours of supervised work at the host organization. The number of completed hours should be verified by the internship supervisor on the evaluation form.

### **EVALUATION**

At the conclusion of the internship, the host supervisor will submit a written evaluation of the student's work to the faculty internship coordinator. This evaluation will contain ratings on the following areas: knowledge of job, initiative, judgment, attitude, quality of work and quantity of work.

The student will receive credit, as posted by the Internship Coordinator, when the Internship Coordinator believes all parts of the internship process as outlined above have been completed. The final grade will be based on the host's evaluation and materials submitted by the student.

Students who think they have been unduly denied credit should contact the chair of the Department of Mass Communication or refer to the internship oversight committee. Any student who feels he/she has been turned down for an appropriate internship should contact the chair of the Department of Mass Communication.

### **ATTENDANCE**

Internships should be regarded in the same manner as a professional job. Excessive lateness or absences are not tolerated in the workplace and are not acceptable in an internship.

### **STUDENTS WITH DISABILITIES**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If a student has a disability that may affect adversely his/her work in this class, then the student is encouraged to register with the SHSU Counseling Center and to talk with the instructor about how best to deal with the situation. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until the student registers with the Counseling Center.

### **Q-DROPS**

Students are allowed no more than five Q-drops during their academic career at Sam Houston State University. Classes that are dropped prior to the Q-drop date will not count toward the limit.

Students who have used their limit of five Q-drops will need to petition their respective dean to drop a class. If the dean refuses to grant permission to drop the class, the student will be required to remain in the class.

The Q-drop limit took effect with the start of the fall 2004 semester. Any drops accumulated prior to the fall 2004 semester will not be included in the five Q-drop limit. Neither will Q-drops from other universities.

*NOTE:* A Q-drop is a drop made after the last day for tuition refunds (12th class day for fall/spring; 4th class day for summer) but before the date for which a drop would result in a grade of 'F' - as published in the Academic Calendar.