Undergraduate Course Syllabus

COM 490: Communication Internship

Center: Online

Course Prerequisites

None

Course Description

The communication internship provides an opportunity for students to apply their skills and communication expertise in a supervised, career-related experience. Students will be measured on their professionalism and effectiveness by an internship supervisor and will reflect on their personal and professional goals as they relate to the internship experience.

Course Outcomes

- Analyze problems within communication processes for determining solutions that will clarify and improve processes
- Evaluate communication methods within an organization for developing recommendations that will improve efficiency
- Evaluate the importance of good communication practices for promoting and improving collaboration with stakeholders
- Employ professional communication skills and behaviors appropriate for a given audience or setting

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week.You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature.Your instructor will generally provide a response within 24 hours

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussion	2	25	50
Journal	6	35	210
Supervisor Evaluation	1	200	200
Final Project			
Milestones	2	75	150
Final Submission	1	390	390
		Total Course Points:	1,000

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Graduate

			Total Points: 1000	
Grade	**Numerical Equivalent**	**Points**	**Points Equivalent**	
			Lower	*Upper*
A	93-100	4.00	930	1000
A-	90-92	3.67	900	929
B+	87-89	3.33	870	899
B	83-86	3.00	830	869
B-	80-82	2.67	800	829
C+	77-79	2.33	770	799
C	73-76	2.00	730	769
F	0-72	0.00	0	729
I	Incomplete			
IF	Incomplete/Failure*			
W	Withdrawn			

* Please refer to the policy page for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	The Internship: Workplace Role, Setting Goals, and Self Efficacy
	1-1 Discussion: The Internship Opportunity
	1-2 Journal: Self Efficacy and Resiliency
	1-3 Final Project Review
	Timesheet initialed by Supervisor
2	Workplace Engagement: Interpersonal Skills, Effective Communications, and Best Practices
	2-1 Discussion: Interpersonal Communication
	2-2 Journal: Effective Workplace Communications
	Timesheet initialed by Supervisor
	[Instructor] Check-In with Supervisor (record in Workplace Contact Log)
3	Teamwork and Collaboration
	3-1 Journal: Teamwork/Collaboration Experience
	Timesheet initialed by Supervisor
4	Communication Process Issues
	4-1 Milestone One: Draft of Process Improvement Proposal
	4-2 Journal: Problem Solving
	Timesheet initialed by Supervisor
	[Instructor] Check-In with Supervisor (record in Workplace Contact Log)
5	Technology in the Workplace
	5-1 Journal: Workplace Technology
	Timesheet initialed by Supervisor
6	Improving Communication Processes
	6-1 Milestone Two: Draft of Process Improvement Presentation
	6-2 Journal: Summarize Duties
	Timesheet initialed by Supervisor
	[Instructor] Internship Evaluation form provided to Supervisor (due week 7)
	[Instructor] Check-In with Supervisor (record in Workplace Contact Log)
7	Continue Work on Final Project
	7-1 Continue Work on Portfolio of Assessments (Non-graded)
	Timesheet initialed by Supervisor
	[Instructor] Internship Evaluation form completed by Supervisor & returned
	[Instructor] Submit completed Evaluation form to Brightspace

8	Internship Reflection
	8-1 Final Project Submission: Portfolio of Assessments
	Student Internship Evaluation
	Timesheet initialed by Supervisor
	[Instructor] Timesheet completed by Supervisor & returned
	[Instructor] Submit completed Timesheet to Brightspace
	[Instructor] Check-In with Supervisor (record in Workplace Contact Log)
	[Instructor] Submit completed Contact Log to Brightspace

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the full attendance policy.

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the full late assignment policy.

SNHU College of Online and Continuing Education Student Handbook

Review the student handbook.

ADA/504 Compliance Statement

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:
Online Accessibility Center
Phone: 866-305-9430
Email: oac@snhu.edu

For questions concerning support services, documentation guidelines, or general disability issues, visit the Online Accessibility Center website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services](#) webpage.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).

Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please email assessmentcalibration@snhu.edu.