

**Communication and Leadership CLD 351**  
**Internship – Online**  
**Summer 2020**

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Hello CLD 351 student. Congratulations on your internship! You are in for an exciting and interesting time this semester. My role as instructor for this course is to support you in getting the most out of this important experience. In particular, I am here to help you navigate your internship. Please use me as a resource – anytime you have questions, concerns, cool things that happened, etc. - let me know.

One thing to remember too is that while there are certainly exciting and wonderful experiences ahead of you, there are also a variety of challenges that may arise to prevent you from getting as much as possible out of the experience. For example, you might experience:

- 1) Lack of supervision, either through lack of regular meetings with a supervisor or being given assignments without proper guidance or information;
- 2) Unreasonable working requests that violate your internship job description, such as number of hours, travel, etc;
- 3) Sexual harassment, or any uncomfortable or abusive situation;
- 4) Witnessing or being asked to do something that is unethical;
- 5) Anything that concerns you or feels wrong at a gut level.

Please know that you are not in this internship alone, if you have any questions or concerns about any issue that might arise in your internship please contact me. This is why you have my mobile number and my email address.

**COURSE OBJECTIVES:**

- 1) Provide an inside exposure to the structure, operations, and decision process within an organization without a commitment to permanent employment.
- 2) Increase confidence in dealing with supervisors and colleagues.
- 3) Gain experience performing as a leader in an organization.

**INTERNSHIP REQUIREMENTS:**

- 1) No more than 25% of interns' time should be spent doing clerical work.
- 2) Students must intern at least 150 hours per semester
- 3) Intern supervisors must meet with and work with interns on a regular basis.
- 4) Intern supervisors must complete a mid-semester and end of semester performance evaluation of the intern.

**COURSE INFORMATION:**

- 1) If you have difficulties, questions, concerns, etc., on your internship, please contact me as early as possible.
- 2) If you need to consult with me regarding an urgent matter, please call my mobile number (listed above).

- 3) **While this course is a pass/fail course, in order to receive a passing grade for this course, you need to earn at least a C on each component of the course. Additionally, all assignments must be completed in order to pass the course.**
- 4) Assignments are due on the date and time indicated on Canvas. All assignments will be turned in on Canvas. Remember that sometimes Canvas fails so be sure to give yourself plenty of time to turn in assignments. **I do not accept late papers, nor do I accept papers turned into my mailbox or sent via e-mail.** Anticipate problems in advance and communicate with me to avoid misunderstandings. Always keep a copy of your work.
- 5) Being fired from an internship position due to performance problems or receiving a poor evaluation could result in a failing grade for the course.
- 6) You will not fail the course for leaving an internship due to an unsafe, unethical, or harassing environment. Please contact Dr. JB as soon as possible should you be concerned about abuses of any kind.

## COURSE POLICIES

### Use of Canvas and Email

This is an online course so be sure to check Canvas regularly. You will receive course information as well as submit assignments through Canvas. Additionally, email is recognized as an official mode of university correspondence; therefore, you are responsible for reading your email for university and course-related information and announcements. Emails will be sent to the address listed for you in Canvas. You can find UT Austin's policies and instructions for updating your email address at <http://www.utexas.edu/its/policies/emailnotify.php>.

Plagiarism, the intentional or unintentional misrepresentation of someone else's work as your own, will not be tolerated. The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community. I take academic integrity very seriously. If you violate University rules on scholastic dishonesty, you are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. The University defines academic dishonesty as cheating, plagiarism, unauthorized collaboration, falsifying academic records (including attendance sheets), and any act designed to avoid participating honestly in the learning process. Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on an assignment, and submission of essentially the same written assignment for two courses without the prior permission of the instructor. By accepting this syllabus, you have agreed to these guidelines and must adhere to them.

For more information see [http://deanofstudents.utexas.edu/sjs/acint\\_student.php](http://deanofstudents.utexas.edu/sjs/acint_student.php).

### Students with Disabilities

Any students with disability-related needs or questions are invited to speak with us as early in the semester as possible so that we may accommodate you according to the University's disability services procedures. You must provide documentation to the Dean of Student's Office so that the most appropriate accommodations can be determined. Upon request, specialized services are available on campus through Services for Students with Disabilities: 512-471-6259 (voice), 512-232-2937 (video phone), or [www.utexas.edu/diversity/ddce/ssd/](http://www.utexas.edu/diversity/ddce/ssd/).

### GRADES:

The instructor does not give grades; rather, students earn their grade according to the quality of their work. Your course grade is based on the following assignments:

**SYLLABUS REVIEW FORM/INTERNSHIP COURSE CONTRACT:** You will complete an online form and sign electronically via a link on Canvas.

**INTERNSHIP JOURNAL:** You should keep a daily or weekly journal about your internship experience. Your journal entries will be turned in weekly (each week Sunday by 11:59pm) on Canvas. You may write formally or informally. Make sure to address the following issues (as they are relevant) at least each week (if not on a daily basis):

- New skills learned
- Any training you received
- Important work/career contacts made
- Projects/Activities begun and completed
- Your enjoyment or dislike/boredom with the industry
- Your enjoyment or dislike of the company
- Concerns about or satisfaction level with the internship
- Questions you have about what you are learning/doing, the company, the industry
- Anything else you think is relevant

*I respond to each of your journal entries each week so be sure to check back on Canvas as you submit the following weeks journal entry to see my responses. The journal is just one way that we have conversations about your internship experience.*

**REFLECTION ESSAY:** You will write **two** reflection essays over the course of the semester. These reflection essays will draw on your internship journal to answer a series of questions about your internship. Due dates and descriptions of the essays will be posted on Canvas.

**ORGANIZATIONAL CLIMATE SURVEY:** To be completed online by you at the end of the semester. I will send you the link via email.

**SUPERVISOR EVALUATIONS:** I will contact your internship supervisor to complete an online evaluation of your work during the internship twice, at midterm and at the end of the semester.

Additional University of Texas Policies:

*Behavior Concerns Advice Line (BCAL):*

If you are worried about the behavior of a member of the UT community, you may use the Behavior Concerns Advice Line to discuss by phone your concerns about the individual. This service is provided through a partnership among the Office of the Dean of Students, the Counseling and Mental Health Center (CMHC), the Employee Assistance Program (EAP), and The University of Texas Police Department (UTPD). Call 512-232-5050 or visit <http://www.utexas.edu/safety/bcal>.

*Emergency Evacuation Policy:*

Occupants of buildings on the UT Austin campus are required to evacuate and assemble outside when a fire alarm is activated or an announcement is made. Please be aware of the following policies regarding evacuation:

- 1) Familiarize yourself with all exit doors of the classroom and the building. Remember that the nearest exit door may not be the one you used when you entered the building.
- 2) If you require assistance to evacuate, inform me in writing during the first week of class.
- 3) In the event of an evacuation, follow my instructions.

Do not re-enter a building unless you are given instructions by the Austin Fire Department, the UT Austin Police Department, or the Fire Prevention Services office. Additional information about emergency procedures can be found at [www.utexas.edu/emergency](http://www.utexas.edu/emergency).

### *Q drop Policy:*

The State of Texas has enacted a law that limits the number of course drops for academic reasons to six (6). As stated in Senate Bill 1231: "Beginning with the fall 2007 academic term, an institution of higher education may not permit an undergraduate student a total of more than six dropped courses, including any course a transfer student has dropped at another institution of higher education, unless the student shows good cause for dropping more than that number."

### *Writing Resources Undergraduate Writing Center*

The Undergraduate Writing Center, located in the FAC 211, phone 471-6222, <http://www.utexas.edu/cola/centers/uwc/> offers individualized assistance to students who want to improve their writing skills. There is no charge, and students may come in on a drop-in or appointment basis.

The [Moody College Writing Support Program](#), located in BMC 3.322, offers one-on-one assistance without charge to undergraduates seeking to improve their professional writing in all fields of communication. We have student specialists in Journalism, RTF, CSD, CMS, Communication & Leadership and PR & Advertising. In addition, we offer workshops to strengthen core writing skills in each field and to inspire students to strive for excellence. Students may guarantee their time by booking half-hour appointments on our website for assistance during all stages of the writing process. Writing coaches also will take drop-ins if they are not working with appointments.

### *Counseling and Mental Health Services*

Taking care of your general well-being is an important step in being a successful student. If stress, test anxiety, racing thoughts, feeling unmotivated or anything else is getting in your way, there are options available for support.

For **immediate** support:

- Visit/Call the Counseling and Mental Health Center (CMHC): M-F 8-5p | SSB, 5th floor | [512-471-3515](tel:512-471-3515) | [cmhc.utexas.edu](http://cmhc.utexas.edu)
- CMHC Crisis Line: 24/7 | [512-471-2255](tel:512-471-2255) | [cmhc.utexas.edu/24hourcounseling.html](http://cmhc.utexas.edu/24hourcounseling.html)

**CARE Counselor** in the Moody College of Communication is: Abby Simpson, LCSW

- M-F 8-5p | BMC 3.390 | [512-471-7642](tel:512-471-7642) (Please \*leave a message\* if she is unavailable)

### Other Services at CMHC:

- Brief assessments and referral services
- Mental health & wellness articles - [cmhc.utexas.edu/commonconcerns.html](http://cmhc.utexas.edu/commonconcerns.html)
- MindBody Lab - [cmhc.utexas.edu/mindbodylab.html](http://cmhc.utexas.edu/mindbodylab.html)
- Classes, workshops, & groups - [cmhc.utexas.edu/groups.html](http://cmhc.utexas.edu/groups.html)
- Tips on self-care - [cmhc.utexas.edu/selfcare.html](http://cmhc.utexas.edu/selfcare.html)

### Other Helpful Offices at UT

- Student Emergency Services (SES) - [deanofstudents.utexas.edu/emergency](http://deanofstudents.utexas.edu/emergency)
- Services for Students with Disabilities (SSD) - [diversity.utexas.edu/disability](http://diversity.utexas.edu/disability)
- Office of the Student Ombuds - [ombuds.utexas.edu/student](http://ombuds.utexas.edu/student)