Term: Fall 2019 (16 Week)  
Course: COMM-2389-41300  
Course Dates: 8/26/2019 - 12/12/2019  
Class Location: N-241 for first and last meeting

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Lori Dann</th>
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<tr>
<td>Phone:</td>
<td>972-860-7290</td>
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<td><a href="mailto:loridann@dcccd.edu">loridann@dcccd.edu</a></td>
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<td>Office &amp; Office Hours:</td>
<td>N-241</td>
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<td>A&amp;C Division:</td>
<td>G-Building: Room 138</td>
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<td>Course Drop Date:</td>
<td>November 14, 2019</td>
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<td>Disclaimer:</td>
<td>The instructor reserves the right to amend this syllabus as necessary.</td>
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| Institutional Policies: | Eastfield College Institutional Policies  
(www.eastfieldcollege.edu/syllabipolicies) |

Course Description
COMM 2389 is an internship class designed to integrate on-campus study with practical application and real-world work experience. The student will participate in Eastfield College’s internship program and will gain experience in the field of Mass Communications/Journalism.

Course Objectives
1. Provide students with an opportunity to explore various career opportunities in the field of Mass Communication/Journalism.
2. Apply classroom knowledge and enhance interpersonal, small group, organizational, written, and oral communication skills.
3. Provides an opportunity to develop a portfolio with applicable experience.

Course Requirements
- An internship in the communications field, including completion of at least 150 hours at a media organization that is pre-approved by the instructor.
- Notebook (3-ring binder and dividers) or CD/DVD with required materials uploaded
- CD or DVD for any radio, TV or film work
- Time Log
- Internship Evaluation (Provided by instructor to give to your internship supervisor)

Assignment Computation:
1. Notebook Portfolio = 40%
2. Internship Evaluation (completed by supervisor) = 60%
Grading Criteria
- Signed internship agreement w/ supervisor
- Daily time log of internship hours signed by supervisor
- Weekly journal of activities and demo reel (radio/television internships)
- Final written reflection report
- Final conference with instructor
- Completion of at least 150 internship hours

Notebook Portfolio
You are required to keep an internship notebook (or CD/DVD) with dividers containing the following written documents. You will need to label dividers as follows:
1. Internship Agreement
2. Time Log
3. Weekly Journals
4. Special Project(s)
5. Reflection Report

All contents within your notebook should be well-organized and submitted at your instructor conference during the final week of your internship.

Internship Agreement
This is a binding contract between you and your internship coordinator.

Time Log
You will track your internship hours via this document.

Weekly Journals and Special Projects
You will need to summarize your contributions to the internship on a weekly basis by writing a report. You should also provide written documentation and/or photos of any special projects and/or events that you assist with during your internship.

CD/DVD
Radio and television interns should save any audio/video files they work on to a blank CD/DVD and include it in the front pocket of the portfolio.

Reflection Report
This report should be 2-3 pages in length and should answer the following questions: What did you learn? What was the most challenging aspect of the internship? What were the high points and low points? How did you develop personally and professionally through the internship experience?

Instructor Conferences
During the first week of the semester (August 26-30) and the final week of your internship (Dec. 9-12) you will meet with the instructor to discuss your internship and turn in all materials.

Withdrawing from the Class
If you are considering dropping this class or if a problem arises during your internship, please see me immediately! Many times, there might be a better alternative than dropping a class. If we cannot find a more satisfactory solution than dropping a class, then it is YOUR RESPONSIBILITY to withdraw formally from the course or courses. I cannot withdraw you. The last day to withdraw with a grade of “W” for the spring semester is November 14. Failure to drop or withdraw officially from a course will result in your receiving no credit for any remaining assignments and will likely result in a failing grade for the course. For more information, please follow this link: http://www.eastfieldcollege.edu/ari/Drop.asp.

Certification Date
In order to be certified for this class, you must meet with the instructor during the week of Aug. 26-30 and return your Internship Agreement by Sept. 3. Email loridann@dcccd.edu to set up your internship meeting.
Students on Financial Aid
Students who are receiving financial aid should check with the Financial Aid Office prior to withdrawing from classes. Withdrawals may affect your eligibility to receive further aid and could cause you to be in a position of repayment for the current semester.

Obtaining Final Course Grades
Final Grade Reports are no longer mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect. Your grades will also be printed on your Student Advising Report, which is available in the Admissions Office.

Academic Honesty
As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog at https://www1.dcccd.edu/catalog/ss/code.cfm.

Academic dishonesty includes, but is not limited to, cheating on tests, plagiarism and collusion. Cheating includes copying from another student’s test or homework paper, using materials not authorized, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test. Plagiarism is the appropriating, buying, receiving as a gift, or obtaining by any means another’s work and the unacknowledged submission or incorporation of it in one’s own written work. Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. Academic dishonesty is a serious offense. You can be given a failing grade on an assignment or test, can be failed for the class, or you can even be suspended from college.

Responsibility: Each student shall be charged with notice and knowledge of the contents and provisions of the District’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. If a student fails to comply with classroom etiquette procedures, the student will be asked to leave the classroom and will be counted absent for that class day.

Institutional Policies and Services
Institutional policies relating to this course can be accessed from the following link: https://www.eastfieldcollege.edu/au/fastfacts/legal/pages/policies-for-syllabi.aspx

Academic Honesty
Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published here: https://www1.dcccd.edu/catalog/GeneralInfo/CollegePolicies/code.cfm?loc=EFC.

Academic dishonesty is a serious offense that includes, but is not limited to, cheating, plagiarism and collusion.

* Cheating includes copying from another student’s work, using unauthorized materials, collaborating with or seeking aid from another student during a test, knowingly using, buying, selling, stealing, or soliciting the contents of an unadministered test, and substituting for another person to take a test or complete an assignment.

* Plagiarism involves partially or entirely copying an author’s sentences or words and presenting it as your own work in a paper, quiz, blog, or discussion post. You cannot mix the author’s words with your own or “plug” your synonyms into the author’s sentence structure. The author’s words, phrases and sentences must be put in your words, in your style of writing. When you do this, you are demonstrating understanding and comprehension. If you summarize, paraphrase or directly quote from an author, you must use quotation marks and the appropriate documentation because the ‘idea(s)’ still belong to the author. Simply citing a source is not enough when taking information word for word from another source.

* Collusion is the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
Plagiarism/Charting/Collusion Penalties
If plagiarism, cheating, or collusion is committed, it will result in a zero on the assignment or test upon the first offense. Second and subsequent offenses may result in other penalties under the college’s Code of Student Conduct.

Obtaining Final Course Grades
Final Grade Reports are not mailed. Convenient access is available online at www.econnect.dcccd.edu. Use your identification number when you log onto eConnect. Your grades will also be printed on your Student Advising Report.

Online Learning Conduct and Responsibility
Each student should follow the DCCCD’s policies, procedures, and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. This class includes discussion about sensitive subjects including race, gender, violence, and sexual content in the media, and it is important that all students respect their classmates’ opinions.

Key Semester Dates
August 26: First day of class. Be sure to meet with the instructor this week at an agreed-upon time.
September 2: Labor Day holiday. Campus closed.
September 3: Internship agreement due.
November 14: Final day to withdraw with a ‘W’
November 28-December 1: Campus closed for Thanksgiving holiday
December 12: Final day of semester
December 16: Final grades posted on eCampus