



ACCREDITATION EVIDENCE

Title: COMM 2470 Internship

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PII: No

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Western Wyoming Community College
COMM 2470/Internship
Course Syllabus
Fall/2021

Instructor:

Dr. McKay Steven West

Contact Information:

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Phone: 307-382-1679

Office Hours:

MW: 12:00 pm to 1:00 pm // TR: 11:00 am to 12:00 pm & 4:00 pm to 5:00 pm

Response Time: Students can generally expect a response from this instructor within 36 hours or less M-F. During weekends response time may be 72 hours.

Course Number: COMM 2470

Credits: 3

Method of Instruction:

Learning in this course will largely occur based on a hands-on internship with another professional organization. Students will be tasked with completing unique tasks, assignments, and projects based on the needs of this organization.

Transferability:

Keep this course outline for future transferability issues with other schools. Students planning to attend another school should check with that institution concerning transferability, as transferability is up to the discretion of each institution.

Prerequisite: none.

Course Description:

This course will provide students with real-world training, experience, and skill development within a professional context. Though each internship students complete will be uniquely different from any other, all internships will be completed within the lens of understanding how Communication theories, perspectives, principles, and concepts translate to real-world communicative practice. Ultimately, this course's goal is to help students increase their communication competence in settings outside of the classroom, preferably related to the professional fields they one day hope to enter themselves.

Required Textbooks and/or Materials:

- (1) Any materials required will be dictated by students' internship organizations.
- (2) Students will need Microsoft Office for this course. You can get the 365 version of these programs free by virtue of being a student at Western.

Other Resources:

As needed/or directed for use by the instructor.

COVID-19 Related Note:

If the campus is required to close this semester due to COVID-19, the instructor will inform students as to how to proceed with the rest of the semester.

Course Objectives and College-wide Goals for Student Success

Listed below are this course's primary goals and their measures for successful completion. Some of the course goals also reinforce WWCC's Goals for Student Success.

WWCC has identified the following as goals for student success:

- Communicate Competently
- Retrieve Information
- See Issues from Multiple Perspectives
- Think Critically, Analyze, and Solve Problems
- Develop Life Skills

Course Primary Learning Goals and Integration of the Goals for Student Success

Students who take this course should be able to:	Assessment Type	Program Learning Outcome	WWCC Goals for Student Success
Demonstrate their ability to follow directions and complete tasks from their organization's supervisor.	Organization Feedback	Demonstrate the ability to accomplish communicative goals (self-efficacy).	Communicate competently Think critically, analyze, and solve problems
Explain how various Communication theories, perspectives, principles, and concepts specifically aided them during their internship.	Essay		See issues from multiple perspectives
Describe how their internship experience will benefit their future work and professional development.	Essay		Develop life skills

Course Requirements

Late Work: All due dates are firm, final, and non-negotiable. Assignments may be turned in early, but no late assignments will be accepted (except in the event of extreme catastrophic extenuating **documented** emergencies). **No exceptions**. All work will be submitted via Canvas, and so students who are absent for college-sponsored trips, weddings, or vacations are expected to turn in assignments on time (i.e., before they leave).

Attendance Policy: Students will be required to work _____ hours per week (per credit hour taken) to meet the necessary educational requirements for this course. However, exactly when and where those hours are worked are entirely up to agreements made by the student and their internship organization. Please note students may work less some weeks and more other weeks to meet this requirement, as long as _____ hours have been worked and can be accounted for by the end of the semester.

Extra Credit: There will be no extra credit offered for this course.

Changes to the Syllabus:

The procedures in this syllabus are subject to change in the event of extenuating circumstances. Students will be notified of any changes.

Incomplete: These must be discussed with the instructor. Paperwork is required to be on file with the Registrar's office that the student and instructor sign. A minimum of a "C" is required in the course at the time this discussion can occur. Students who enter into an Incomplete must finish any remaining coursework, otherwise their grade will revert to an "F" in this course. Incompletes are only allowed for extreme circumstances. When in doubt, please discuss with the instructor.

Digital Communication: You will be required to use technology to write up an essay assignment toward the end of the semester. All assignments must be typed and turned in as professional documents to Canvas.

Methods of Evaluation:

Grading in this course will be done with a traditional grading scale (e.g., 90-100% = A, etc.). *Grades will be current in Canvas, and students will be responsible to know their class standing from the Canvas gradebook.*

Explanation of Grade Requirements: **All formal assignments will be turned in online.** No paper assignment or handwritten work will be accepted.

(These requirements are subject to change and are **NOT** set in stone).

Grading Policy: [College Policy and Procedure 5240A](#):

Grading Scale:

Percentage Earned	Final Grade
90 to 100%	A
80 to 89%	B
70 to 79%	C
60 to 69%	D
Below 60%	F

Rounding Policy: Grades will not be rounded. See grade requirements and expectations. **No exceptions.**

Assignments and Coursework

Organizational Feedback (70% of Final Grade)

During midterm and at the end of the semester, the instructor will formally meet with your organizational supervisor to discuss your internship progress and outcomes. The purpose of this meeting is to ensure students are completing their assigned tasks, are learning from the experience, and are accounting for all of their required work hours. Ultimately, feedback from your organizational supervisor and their direct recommendation will largely influence this portion of your grade.

Application and Reflection Paper (30% of Final Grade)

You will have one large essay assignment this semester. The purpose of this assignment is to have you apply what you have learned from your Communication courses to your internship experience. Specifically, you will be tasked with explaining how you used what you know about Communication (e.g., theories, perspectives, principles, and concepts) to benefit your work during your internship, and you will use that same Communication knowledge to help explain why certain communicative situations arose throughout your internship. Finally, you will describe how what you learned about Communication through your internship experience will benefit your future work and professional development.

Further information regarding these assignments will be provided via Canvas later this semester.

Please feel free to reach out to me if you have any questions! ☺