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## MMC6949 Professional Internship

Summer C 2019  
3 CREDIT HOURS

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### INSTRUCTOR

**Natalie Lee, M.Ed**  
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**352-273-1929**

#### Contact

Email is the best way to reach me. I try to respond to students within 48 hours at the latest. If you would like to speak with me on the phone, please message me, and we can set up an appointment.

#### Office Hours

I'm available to meet by phone by appointment. Please email me in advance to coordinate.

#### Instructor Bio

I currently work as an Academic Advisor for several of the Distance Education programs in the College of Journalism and Communications at UF. I am also a former teacher and enjoy working with students to help them achieve their academic and career goals. I received my undergraduate degree in Recreation, Parks, and Tourism and my graduate degree in Education from the University of Florida. Go Gators!

In my spare time, I volunteer at an animal sanctuary, travel, and go to all the theme parks that I can!

### COURSE WEBSITE & LOGIN

Your course is in Canvas (UF e-Learning). Go to <http://elearning.ufl.edu/>. Click the orange "Log in to e-Learning" button. Login with your GatorLink account. Your course may appear on your Dashboard. If it is not on the dashboard, the course will be in the Courses menu on the left navigation. Click on "All Courses" on this menu. After clicking "All Courses", you have the option to put the course on your dashboard by clicking on the star to the left of the course's name.

Contact UF Helpdesk <http://helpdesk.ufl.edu/> (352) 392-HELP (4357) if you have any trouble with accessing your course.

## THIS COURSE

### Course Layout

Each week, you will work at your internship location for 10 hours either virtually or in person. Throughout the course, you will have to assess your goals, submit observation essays about your internship location, and work with your supervisor to evaluate your performance. These tasks can be found on Canvas

### Description

Completing an internship is one of the most marketable experiences you can have on your resume and it allows you to stand out during the job search. This course will give you the opportunity to complete projects related to your career goals under the supervision of an experienced practitioner in the field. By the end of the internship, you will have first-hand knowledge of trends in the field, the skills necessary to be employable after graduation and the importance of networking. Each student will set goals from the beginning of the course about what you want to accomplish at your internship and be able to self-reflect about the progress made at the end of the term.

### Objectives

By the end of this course, students will:

- Apply their knowledge from courses in the program to internship projects.
- Articulate the job-specific skills learned from the internship experience along with lessons learned from working with clients.
- Communicate to co-workers and clients with technical and non-technical backgrounds about project updates.
- Give and receive feedback in an appropriate manner while in a team setting.
- Link the importance of learning job-specific skills to their professional growth and ability to gain a clearer career path.

### Course Deliverables

The course requires that students submit papers that reflect on goals and observations of their working environment. There are also supervisor evaluations that must be submitted by the intern's point of contact at specific times during the semester.

## COURSE EXPECTATIONS

Students are expected to complete internship hours in a professional manner, communicate in a timely manner with the supervisor and course instructor, and be open to feedback. It is required that students use proper netiquette when communicating online, work with their supervisor to submit evaluations, and turn in assignments on time.

## Attendance

Students are required to complete 10 hours of work for the internship location each week. In addition, students must have a dialogue with the instructor at the midpoint of the semester to discuss their progress through the experience. There are no specific class times.

## Accountability

Remember that in the professional world, deadlines and respect matter. All of your communications need to be respectful of others. This is not just limited to your interactions with the instructor but encompassing your engagement with your organization's team. If your assignments are not completed on time, there will be point deductions.

## PREREQUISITE KNOWLEDGE & SKILLS

Students must have completed at least two semesters in their specialization before taking the class. The internship should be an experience where students can hone the skills they have learned in the classroom and apply them to real-world situations.

## TEACHING PHILOSOPHY

I want to act as your liaison and advisor when it comes to your internship experience. I will be here to support you through complicated interpersonal situations, time management issues, and other on-the-job obstacles you may face. I want you to showcase your personal style and abilities as long as they are still in the lens of professional conduct and communication standards.

## COURSE POLICIES

### Attendance Policy

Because this is an online course to support internship activities, attendance in the form of calling roll will not occur; however, students are expected to sign onto the course site at least twice a week to check for course updates in the announcements and assignments sections of the site.

Students must complete 10 hours of work for their internship site each week.

### Late Work & Makeup Policy

Deadlines are critical to this class. All work is due on or before the due date. Extensions for deadlines will only be for preapproved emergencies. Minor inconveniences such as family vacation or minor illness are not valid reasons for extensions. With this in mind there will be penalties for late work:

- |   |                     |
|---|---------------------|
| • Less than 24 hours late                             | 5 points off        |
| • More than 24 hours late but less than 48 hours late | 10 points off       |
| • More than 48 hours late                             | Not Accepted At All |

**Issues with uploading work for a grade is not an excuse.** If a student is having technical difficulties with Canvas, there are other means to submit completed work. Student may email .zip files or even links to Dropbox folders to Instructor via UF email. Students should compensate for technical difficulties by not waiting until the last minute to submit work.

Any requests for make-ups due to technical issues **MUST** be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You **MUST** e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up. Contact UF helpdesk (352) 392-HELP.

**Emergency and extenuating circumstances policy:** Students who face emergencies, such as a major personal medical issue, a death in the family, serious illness of a family member, or other situations beyond their control should notify their instructors immediately.

Students are also advised to contact the Dean of Students Office if they would like more information on the medical withdrawal or drop process: <https://www.dso.ufl.edu/care/medical-withdrawal-process/> .

**Students MUST inform their academic advisor before dropping a course**, whether for medical or non-medical reasons. Your advisor will assist with notifying professors and go over options for how to proceed with their classes. Email your academic advisor and put “dropping a course” in the subject line. Your academic advisor will reply with the necessary procedures.

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalogue at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

## Coursework Submissions

In general, most coursework should be submitted through Canvas. Coursework submitted outside of Canvas is listed below:

- Supervisor Evaluations                      Qualtrics Survey Link
- Exit Survey                                      Qualtrics Survey Link

## Deadlines

This class, like others, involves many deadlines. Most assignments are due Saturdays by 11:59pm. The final assignments have a different deadline that is posted in the Canvas shell.

## Grading

Your work will be evaluated according to the following distribution (example):

- Supervisor Evaluations                      35%
- Goal Assessments                              30%
- Internship Observation Essays              20%
- Student Engagement                         15%

Your final grade will be rewarded as follows.

S     100%     to     80%  
U     < 80%

## UNIVERSITY POLICIES

### University Policy on Accommodating Students with Disabilities

Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

Students with Disabilities who may need accommodations in this class are encouraged to notify the instructor and contact the Disability Resource Center (DRC) so that reasonable accommodations may be implemented. DRC is located in room 001 in Reid Hall or you can contact them by phone at 352-392-8565.

### Netiquette: Communication Courtesy

All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions and chats. <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>

### Class Demeanor

Mastery in this class requires preparation, passion, and professionalism. Students are expected, within the requirements allowed by university policy, to attend class, be on time, and meet all deadlines. Work assigned in advance of class should be completed as directed. Full participation is expected.

My role as instructor is to identify critical issues related to the course, direct you and teach relevant information, assign appropriate learning activities, create opportunities for assessing your performance, and communicate the outcomes of such assessments in a timely, informative, and professional way. Feedback is essential for you to have confidence that you have mastered the material and for me to determine that you are meeting all course requirements.

At all times it is expected you will welcome and respond professionally to assessment feedback, that you will treat your fellow students and me with respect, and that you will contribute to the success of the class as best as you can.

### Other Resources

Other are available at <http://www.distance.ufl.edu/> getting-help for:

- Counseling and Wellness resources
  - <http://www.counseling.ufl.edu/cwc/> 352-392-1575
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Should you have any complaints with your experience in this course please contact your program director and/or student support coordinator at [distancesupport@jou.ufl.edu](mailto:distancesupport@jou.ufl.edu) or visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

## Course Evaluation

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>

Evaluations are typically open during the last two or three weeks of the semester. Students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>

## University Policy on Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at <http://www.dso.ufl.edu/students.php>

The University of Florida Honor Code was voted on and passed by the Student Body in the fall 1995 semester. The Honor Code reads as follows:

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. A student-run Honor Court and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Code: "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

For more information about academic honesty, contact Student Judicial Affairs, P202 Peabody Hall, 352-392-1261.

## Academic Honesty

All graduate students in the College of Journalism and Communications are expected to conduct themselves with the highest degree of integrity. It is the students' responsibility to ensure that they know and understand the requirements of every assignment. At a minimum, this includes avoiding the following:

Plagiarism: Plagiarism occurs when an individual presents the ideas or expressions of another as his or her own. Students must always credit others' ideas with accurate citations and must use quotation marks and citations when presenting the words of others. A thorough understanding of plagiarism is a precondition for admittance to graduate studies in the college.

**Cheating:** Cheating occurs when a student circumvents or ignores the rules that govern an academic assignment such as an exam or class paper. It can include using notes, in physical or electronic form, in an exam, submitting the work of another as one's own, or reusing a paper a student has composed for one class in another class. If a student is not sure about the rules that govern an assignment, it is the student's responsibility to ask for clarification from his instructor.

**Misrepresenting Research Data:** The integrity of data in mass communication research is a paramount issue for advancing knowledge and the credibility of our professions. For this reason any intentional misrepresentation of data, or misrepresentation of the conditions or circumstances of data collection, is considered a violation of academic integrity. Misrepresenting data is a clear violation of the rules and requirements of academic integrity and honesty.

**Any violation of the above stated conditions is grounds for immediate dismissal from the program and will result in revocation of the degree if the degree previously has been awarded.**

Students are expected to adhere to the University of Florida Code of Conduct <https://www.dso.ufl.edu/%20sccr/process/student-conduct-honor-code>

If you have additional questions, please refer to the Online Graduate Program Student Handbook you received when you were admitted into the Program.

## COURSE & ASSIGNMENT DETAILS

### Supervisor Evaluations

#### Details

Supervisors will be asked to complete four total evaluations of your performance throughout the semester. They will be expected to meet with you to discuss the feedback before submitting their comments to your instructor. You must ensure that your supervisor both meets with you about the assignment as well as submits the survey to your instructor by the posted deadline.

#### Week 3/Week 9 Evaluation Rubric

30 points – Student is reported to have met their 10 hour obligation, completed all work and reports, taken initiative and accepted responsibility, and made normal progress toward a successful completion of the internship.

25 points – Student failed in one of the areas mentioned above.

20 points – Student failed in two of the areas mentioned above.

15 points – Student failed in all areas mentioned above.

#### Week 3/Week 9 Evaluation Rubric

30 points – Student is rated as excellent or good of the following qualities: Attendance, Punctuality, Dependability/Reliability, Cooperation with Supervisor, Cooperation with Staff, Taking Direction, Asking for Help Appropriately, Professional Appearance, Quality of Independent Work, Quality of Team Work, Acceptance of Responsibility, Organization Skills, Time Management Skills, Follow-through Skills, Imagination/Creativity, Enthusiasm/Motivation, Professional Conduct/Demeanor, and Intern's Potential as a Professional in the Field.

25 points – Student rated excellent or good in only 10 - 15 of the areas mentioned above.

20 points – Student rated excellent or good in only 5 – 9 of the areas mentioned above.

15 points – Student rated excellent or good in only 1 – 4 of the areas mentioned above.

10 points – Student does not rate as excellent or good in any of the areas.

5 points – Student rated as unsatisfactory in 10 or more areas.

## Observation Essays

### Details

Students are required to answer two of the questions posted in the Canvas shell to discuss how their coursework is reflected in their internship experience. Students are encouraged to answer the question honestly and analyze the real-world experience using the skills and theory that were covered in their curriculum. The paper should be two pages maximum per question, 12 point font, and double-spaced.

### Rubric

25 points – The observation clearly answers the questions and refers to course experience that contributed to the student's success in the internship. There are little to no spelling/grammar mistakes, and the paper is coherent and well-structured.

20 points – The observation answers the questions and mentions course experience but does not make meaningful connections between the two. There are a few spelling/grammar mistakes, and the paper is a little difficult to follow or does not meet the page requirement.

15 points – The observation minimally answers the questions and does not mention course experience. There are several spelling/grammar issues. The paper is not structured coherently and does not meet page requirements.

10 points – The question is not answered, and there are no meaningful observations made in the paper. The assignment is incoherent and does not meet page requirements.

## Goal Assessment – Original Submission

### Details

Students are required to identify 10 goals that they would like to complete during the internship. Five of these should be measurable while the other five should be general goals.

These should be written coherently and clearly in order to allow the student to measure their progress throughout the semester.

### Rubric

10 points – The student submitted 10 goals (5 measurable and 5 general goals) that are written clearly and coherently.

8 points – The student submits 10 goals but does not meet the requirement for 5 measurable goals. The goals are a little difficult to understand or measure.

5 points – The student submits less than 10 goals that are vague and unmeasurable.



## Goal Assessment – Measurable Goal Assessments

### Details

Students are required to identify 10 goals that they would like to complete during the internship. Five of these should be measurable while the other five should be general goals. There are three points in the semester where a student should reflect on their goals. Students will be asked to restate one of the measurable goals and then discuss the completion of that goal. The reflection should be at least one page, 12 pt font, and double-spaced. Student are encouraged to talk about the obstacles and accomplishments that led the goal to be completed.

### Rubric

10 points – The student clearly analyzes the goal and process of completion. There are little to no spelling/grammar issues.

8 points – The student restates a goal and generally discusses the process of completion. There are a few spelling/grammar issues.

5 points – The student restates the goal and vaguely mentions the completion. The paper does not meet the page requirement, and there are several spelling/grammar issues.

## Goal Assessment – Final Reflections

### Details

Students are required to identify 10 goals that they would like to complete during the internship. Five of these should be measurable while the other five should be general goals. At the end of the semester, students will be asked to restate three of their five general goals and then discuss the completion of those goals. The reflection should be at least two pages, 12 pt font, and double-spaced. Student are encouraged to talk about the obstacles and accomplishments that led the goals to be completed.

### Rubric

20 points – The student clearly analyzes three goals and processes of completion. There are little to no spelling/grammar issues. The paper is coherent and well-structured.

17 points – The student restates three goal and generally discusses the process of completion for each. There are a few spelling/grammar issues. The paper has a few sections of structure issues.

14 points – The student restates three goals and vaguely mentions the completion of each. There are several spelling/grammar issues.

11 points – The student does not restate three goals nor analyze the completion of three goals. There are multiple spelling/grammar issues. The paper is difficult to read or understand.

## Canvas Profile Update

### Details

Students should update their Canvas profile with a picture and small bio to allow the instructor to get to know them better.

### Rubric

The student who completes this assignment will receive 10 points.

## Mid-Semester Check-In

### Details

Students will be required to have a dialogue with their instructor near the midpoint of the semester to discuss how the internship is progressing and strategies to tackle any issues the student may have. Please email your instructor during this time to check-in.

### Rubric

The student who completes this assignment will receive 10 points.

## Exit Survey

### Details

Students will be required to complete an exit survey for the Department. This data will help faculty better prepare students for the internship and analyze how the student rated their experience with the organization that hosted the position.

### Rubric

The student who completes this assignment will receive 10 points.

