

UNIVERSITY OF WISCONSIN– STEVENS POINT  
DIVISION OF COMMUNICATION  
COMM 480, Spring 2020

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### Course Objectives

Upon completion of this course, the student should be able to:

- Set realistic goals that can be accomplished within a specific time frame
- Work cooperatively in a positive manner with the personnel of the organization hosting the internship
- Acquire Interpersonal/Organizational Communication/Public Relations/Media Production-- related professional skills in an organizational environment
- Demonstrate professional skills and knowledge in an organization environment

### Internship Requirements

Students are responsible for identifying and obtaining their own internship. To receive academic credit(s) for the internship, a student must receive approval from the faculty member who oversees COMM 480. In order to be granted approval, you need to complete an application form, which describes the internship's activities, the organization that will be hosting it, and the contact information of the on-site supervisor. The application form needs to be submitted to the internship director (Prof. Tamas Bodor: [tbodor@uwsp.edu](mailto:tbodor@uwsp.edu)). You also need to submit a copy of your resume. In addition, have two communication professors who know your work email recommendations in support of your application to the internship director.

Students must work a minimum of 40 hours/academic credit during the internship. These hours may be spread out over time, for example 3 hours per week over an entire semester, for a 1 credit internship or they may be completed in a shorter time period, for example 10 hours per-week over four weeks. COMM 480 may be taken for up to 8 credits. (Students may take up to 8 academic credits of internship (COMM 480) during their academic career. Only three of those credits count for the communication major. The other credits count as upper level electives for your UWSP degree).

### Reporting and Grading

You must submit two reports on your internship experience. An interim report (about three pages long) must be submitted when you have completed half of your assignment. A final report (3-5 pages long) must be turned in at the end of your internship. Further information on the requirements about the reports can be found here:

<https://www.uwsp.edu/comm/Pages/FAQ.aspx> .

Your work supervisor will complete two evaluations of your performance (a midterm assessment at the halfway point and a final evaluation at the end of your placement). You will be assessed on your professional skills, your

dependability/work ethic, your communication skills and your creativity. The internship director will review the two evaluations and your interim and final reports when grading your internship experience.

Deadlines

Interim report: Tuesday, March 31, 2020

Final report: Monday, May 11, 2020