

## Communication 485: London Externship

Autumn 2015

**Instructor:** Timothy Halkowski  
**Email:** tim.halkowski@uwsp.edu

### LEARNING OUTCOMES

Upon completion of this course, you should be able to:

- Communicate effectively with your academic supervisor, on-site supervisors, co-workers and the externship organization's customers and patrons.
- Perform business or communication tasks effectively.
- Increase your ability to work independently.
- Identify the skills and information that you learned and will bring to a future job.

### ASSIGNMENT DESCRIPTIONS

#### Evaluations

I will receive feedback from your immediate supervisor (or whomever is the appropriate evaluator) regarding your work at your externship. This assessment will be a significant factor when your final grade is determined. Anglo American Educational Services, our program coordinators in London, will be getting this evaluation to me.

#### Final ePortfolio Presentation

In addition to the external evaluations, your grade will be determined by 4 sets of materials. All of these materials will be presented to me in one D2L ePortfolio presentation. **Your final ePortfolio presentation is due by 11:59 P.M. on Sunday, August 9. You will need to share your portfolio with me by that time to have any chance of receiving full credit for the assignment.** I will "push" a template into your ePortfolio account that you can use to complete this assignment. The ePortfolio presentation will gather the following materials:

##### *1. Journal*

You should keep a journal on what you are learning while in London. The journal should examine two types of learning:

- a) Task/skill dimensions – This type of learning might include new skill sets, and the understanding of problems, issues and solutions related to the work environment. You should write down key information and insights that have come to you about the tasks associated with your job and/or with the products/services that your unit/organization produces. More pointedly, what are you learning in terms of the work environment and skill-sets associated with that work?
- b) Social dimensions - This type of learning might involve observations about you as a worker and your work relationships. You could comment on your sense of self-esteem in the workplace, your commitment to the work and your hopes for future experiences.

Your feelings about your communication with colleagues, clients and others in the workplace would be appropriate observations too.

The point of the journal as a daily (or at least frequent) activity is to force you to focus on what you are learning (or not learning). You are free to keep this journal in any form you wish; however, it ultimately must end up in electronic format so you can submit it as an artifact in your ePortfolio presentation.

The journal should begin soon after your arrival at your workplace in London. You may stop journaling when your assignment ends. You should send me the journal in two installments – the first should cover your experiences from arrival through **July 10**. I would appreciate receiving the first installment via Email by no later than **July 12**. It also will need to be submitted as an artifact in your ePortfolio presentation. The second installment does not need to be submitted separate from the final ePortfolio presentation.

### *2. Work samples*

In addition to your journal, I would like you to submit two or three examples of your work. I realize this might be problematic for some worksites. Your documentation might be in the form of a video, an audio project, or print materials. You may have helped produce a news story, a documentary, a blog, website/social media content, a brochure, or an advertisement. Links to online sites where your materials are/were created are perfectly acceptable in D2L ePortfolio. You should clearly identify which part of the work product was your effort.

### *3. Photographs*

Within your portfolio you will need to turn in a minimum of two photographs. One must show you with your coworkers and another must show you in your work location. Other photographs are optional but encouraged.

### *4. Reflection*

When you get to about two weeks before the end of your externship, I would like you to focus your efforts on a reflection paper. This should be about 4-5 pages and should, as the title suggests, involve your reflections on how the externship has met or exceeded or not met your expectations for learning. You might also reflect on what you might have done differently now that you are “older and wiser” in the externship experience. While I would like you to talk about expectations and “roads taken and not taken” for the bulk of this paper, you should also discuss how this experience may benefit you in your immediate career planning. Use specific language wherever possible. Refer to specific situations, use specific concepts from coursework, etc. This paper should be completed at the end of your externship experience.

If you have questions, feel free to e-mail me as the need arises.