CENTRAL TEXAS COLLEGE
SYLLABUS FOR COMM 2389
Academic Cooperative
Semester Credit Hours: 3

INSTRUCTOR:

I. INTRODUCTION

A. The purpose of this course is to give the student an opportunity to receive practical experience in a specialized area of study within the broadcast industry. The student will be assigned to a local broadcast or broadcast related facility to serve as an intern within the desired area of specialization. This course is required for Radio/Television Broadcasting majors.

B. This course is intended to reinforce practical learning experience outside of the formal classroom setting to better prepare the student for entry into the broadcast industry.

II. GENERAL OBJECTIVES FOR THE COURSE

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

A. Explain the responsibilities of a professional broadcaster.

B. Perform within the work environment of broadcasting.

C. Describe the work requirements associated with the student's desired area of specialization within the broadcast industry.

III. INSTRUCTIONAL MATERIALS

A. Supplementary Materials: The student will be required to maintain a weekly log relating his or her learning experiences while completing the course. The log form and correct format will be given to the student during the first class meeting.

IV. COURSE REQUIREMENTS

A. Internship Location: The instructor will attempt to place the student within his/her desired internship location. However, if this is not feasible, students are required to
submit two alternate locations to complete internship study. The internship location/area of specialization must be approved by the instructor.

B. **Internship Supervisor:** A professional employee at the internship location will be designated as the student's intern supervisor.

C. **Required Schedule:** The student will be required to spend eight hours per week on his or her assigned position within the internship location. The student's work schedule as designed by student and intern supervisor will be presented to the instructor and kept on file in the instructor's office. It is realized that in some instances there may be some degree of variation within the weekly schedule. However, abuses such as unexcused absences or tardiness will not be tolerated and may result in administrative withdrawal of the student from this course.

D. **Class Meetings:** Students are required to meet with the course instructor weekly. At this meeting students will submit to the instructor the weekly intern report signed by the student and intern supervisor. The report must be typed or printed legibly. Report formats will be given to the student.

E. **Intern Supervisor Evaluation:** The intern supervisor will formally evaluate the student two times throughout the semester. Evaluation dates are listed on the internship calendar. The evaluation will be submitted to the instructor. The instructor and student will meet privately for review of the evaluation form.

F. **Instructor/Supervisor Conference:** The instructor will meet with the intern supervisor on a regular basis to further monitor the student's progress in this course.

G. **Student Conduct:** This course offers students a valuable learning exercise outside of the classroom confines. The student's text becomes the professional experience of his or her supervisor and examinations become the tests of performance in the world of work. To be afforded this opportunity, the student must accept professional responsibility. Conduct on the job is part of this responsibility. Your supervisor will be encouraged to explain the expectations of the internship location and you are expected to adhere to the rules.

H. **Holidays/Absences:** Your weekly internship schedule during the week of Spring semester break will be negotiated with your supervisor. Your instructor will report this to your intern supervisor. Absence from your scheduled internship must be excused by your supervisor. If you cannot attend your scheduled internship, it is your responsibility to notify your internship supervisor.

I. **Report & Resume:** The student will prepare 2 typewritten reports on his/her learning experiences at the internship location. The reports will be double spaced and submitted free of typographical and grammatical errors. The reports will be in
narrative form and will contain not more than three or less than two pages. The first report is due ____________ and will describe the operation of the student's internship site. The second report will be due at the last class period and will discuss the student's internship experience. The student will prepare a resume and cover letter. The first draft of these items will be due the _____ week of class. The student must re-submit the resume and cover letter until the instructor marks it as acceptable.

V. Examinations

There will be no examinations for this class.

VI. SEMESTER GRADE COMPUTATION

Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Weekly intern report</th>
<th>80%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports &amp; Resume</td>
<td>20%</td>
</tr>
</tbody>
</table>

Points Earned Grade

| 100 - 90   | A   |
| 89 - 80    | B   |
| 79 - 70    | C   |
| 69 - 60    | D   |
| 59 - 0     | F   |

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VII. NOTES AND ADDITIONAL INSTRUCTION FROM THE INSTRUCTOR

A. **Course Withdrawal:** It is the student’s responsibility to officially withdraw from a course if circumstances prevent attendance. Any student who desires to, or must, officially withdraw from a course after the first scheduled class meeting must file a Central Texas College Application for Withdrawal (CTC Form 59). The withdrawal form must be signed by the student. In order for the withdrawal to be official, it must be filed, by the student, in writing, with the Records Office. Applications for Withdrawal/Refund will not be accepted after the close of business on the last working day before the last week of class. CTC Form 59 will be accepted at any time prior to Friday the 12th week of classes during the 16 week fall and spring semesters. The deadline for session of other lengths is:

- 10 week session: Friday of the 8th week
- 8 week session: Friday of the 6th week
- 5 week session: Friday of the 4th week

The equivalent date (75% of the semester) will be used for sessions of other lengths. The specific last day to withdraw is published each semester in the Schedule Bulletin. A student who officially withdraws will be awarded the grade of "W", provided the student's attendance and academic performance are satisfactory at the time of official withdrawal. A student may not withdraw from a class for which the instructor has previously issued the student a grade of "F" or "FN" for nonattendance. Students must file a withdrawal application with the College before they may be considered for withdrawal.

B. **Administrative Withdrawal:** An administrative withdrawal may be initiated when the student fails to meet College attendance requirements. The instructor will assign the appropriate grade on CTC Form 59 for submission to the registrar.

C. **Incomplete Grade:** The College catalog states, "An incomplete grade may be given in those cases where the student has completed the majority of the course work, but, because of personal illness, death in the immediate family, or military orders, the student is unable to complete the requirements for a course." Prior approval from the instructor is required before the grade of "I" for Incomplete is recorded. A student who merely fails to show for the final examination will receive a zero for the final and an "F" for the course.

D. **Cellular Phones and Beepers:** Cellular phones and beepers will be turned off while the student is in the classroom or laboratory.

E. **American’s With Disabilities Act (ADA):** Disability Support Services provide

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services to students who have appropriate documentation of a disability. Students requiring accommodations for class are responsible for contacting the Office of Disability Support Services (DSS) located on the central campus. This service is available to all students, regardless of location. Explore the website at www.ctcd.edu/disability-support for further information. Reasonable accommodations will be given in accordance with the federal and state laws through the DSS office.

E. Instructor Discretion: The instructor reserves the right of final decision in course requirements.

F. Civility: Individuals are expected to be cognizant of what a constructive educational experience is and respectful of those participating in a learning environment. Failure to do so can result in disciplinary action up to and including expulsion.

H. Immutability of Assignments: Unless exempted by the instructor, students are responsible for completion of all assignments. In cases where students fail to complete assignments in a timely manner, credit will be progressively deducted until the assignment is complete. Even if the student loses all credit for an assignment, the assignment must still be completed and submitted, or the student will receive an "F" in the course.
Course: COMM 2389
INTERNSHIP

Semester ____________ Year ____________

STUDENT STATEMENT

I, __________________, hereby certify the Instructor
(Print name)

has fully explained the requirements and objectives of this course.

I understand my responsibilities regarding class attendance and assignments.

Signature ________________________________________________