



WALSH UNIVERSITY

DIVISION OF BUS, ECON, AND COM

COM 430

MEDIA INTERNSHIP

(15-WEEK FORMAT)

**ASSIGNMENTS: BIWEEKLY REPORTS
(DUE EVERY OTHER TUESDAY BY 5:00 P.M.)**

& FINAL

REFLECTION SUMMARY

(DUE APRIL 22-2008 at 5:00 p.m. at Internship coordinator's office)

PREREQUISITE: JR. /SR. STATUS

REVISED 12/07



**DIVISION OF BUS., ECON., AND COM.
COMMUNICATION
COM 430
Media Internship**

COURSE: COM 430 Media Internship; Business, Economics, and Communication Division, [Catalog # 20186, spring 2008](#), 3 Credit Hours. **Meeting Dates**—Student is attached to employer in the field, submitting biweekly reports and final summary to internship coordinator.

Media Internship Coordinator: Lee Horrisberger

Phone Number: 330/490-7040

E-mail: LHorrisberger@walsh.edu

Office: Betzler Science Center, Room 020

Office Hours: [MWRF 11:30-12:30 p.m.](#), or by appointment

COURSE INFORMATION

COURSE DESCRIPTION: The media internship provides student with an opportunity to complete pre-professional experience while applying and extending classroom knowledge in the field. During the semester the supervisor and internship coordinator will work closely with each student to enhance their overall experience.

PREREQUISITE: Jr./Sr. status

COURSE OBJECTIVES:

- Students will learn about business environments and cultures
- Students will apply basic skills, improve decision-making, and learn goal setting
- Students will shape and refine career objectives
- Students must stay in contact with internship coordinator
- Students must notify professor of any change in employment
- Students must meet bi-weekly deadline, final summary deadline
- Students are required to complete the semester.

COURSE MATERIALS AND ASSIGNMENTS: The biweekly/final summary forms, outlined in this syllabus, can be accessed through the website at <http://www.walsh.edu/com430amediainternsh.htm>

ACADEMIC INTEGRITY: A student assumes responsibility for the content and integrity of the academic work he/she submits, such as papers, presentations of project topics, or visual assignments. A student is guilty of violating the policy, if he/she:

1. Knowingly represents the work—either visually or written of others as his/her own
2. Uses or obtains unauthorized assistance in any academic work, or gives fraudulent assistance to another student
3. Fabricates topic information or sources
4. Does not participate fully in team assignments/projects
5. In addition-subject matter and topic selection should be in good taste. Use good judgment and common sense.
6. Students who violate this policy may fail the assignment, and possibly the course.
7. See Student Handbook for complete information.

COURSE REQUIREMENTS AND EVALUATION:

Course evaluation is based on the completion of biweekly reports, final summary, and a midterm and final evaluation from your internship supervisor. In order to receive credit, students must complete all assignments and meet all deadlines. The course is designed to be completed in one semester; however there may be extenuating situations that may result in a grade of incomplete (e.g., company/economy stability). Students must discuss the situation with internship coordinator prior to final grade submission.

ASSIGNMENTS:

1. **Internship Application/contact form** —This form may be downloaded from the website immediately upon registration for the internship course (if not given to you by the internship coordinator). Each student and internship supervisor should establish a set of learning objectives and work responsibilities to be completed over the course of the semester. If you are continuing with the same employer for an additional semester, you must complete another set of objectives.
2. **Media Internship contract**— This agreement is a binding contract between each student and their supervisor for the semester. Supervisor signing it guarantee that the student will be supervised and ensure student will reach internship hour commitment.
3. **Biweekly Reports**—every **TWO** weeks each intern will submit to internship coordinator a summary reflection of internship and responsibilities for preceding two weeks of work. These reflections help you connect your work responsibilities to your classroom experience. Biweekly forms may be downloaded from website, and submitted via email, fax, or dropped at internship coordinator's OFFICE door mail box.
4. **Mid-semester Assessment** – At midterm the internship supervisor will evaluate your performance.
5. **Performance Evaluation** – Your internship supervisor will be asked to complete an evaluation form that will be mailed near the end of a student's scheduled work semester. In addition, it is expected that the supervisor will review the evaluation with the student. The evaluation can then be e-mailed, faxed, or mailed to the internship coordinator.
6. **Final summary reflection Paper** — In order to connect your work assignment to your classroom learning and future career plans, you are required to write a summary reflection paper (no less than 2 pages). Expand on the following areas in your report:
 - Major responsibilities
 - Job related accomplishments or achievements
 - How did your internship assignment complements your classroom training and/or coincided with your major study area
 - Explain the ways this position added to your personal development?
 - (Feel free to include the following examples and/or ideas of your own: self-confidence, independence, self-discipline, ability to accept criticism, toleration of stress, and understanding of others, ability to work cooperatively, creativity).

Include examples of your field experience including, but not limited to: (*tapes, scripts, brochures, flyers, press-releases, newsletter contributions, photos, etc., or written descriptions of your internship experience*).



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Internship Program

2020 East Maple Street

North Canton, OH 44720

Fax: (330) 490-7323

VM: (330) 490-7040

INTERNSHIP APPLICATION/CONTRACT

PLEASE TYPE OR PRINT:

INTERN NAME _____

MAILING ADDRESS _____

CITY, STATE _____ ZIP _____

EMAIL _____

PHONE _____ CAMPUS BOX # _____

EXPECTED DATE OF GRADUATION _____

INTERNSHIP COMPANY _____

MAILING ADDRESS _____

CITY, STATE _____ ZIP _____

EMAIL _____

PHONE _____

SUPERVISOR NAME _____

TITLE _____

PHONE _____

INTERNSHIP POSITION _____

JOB Description (*Or attach Job Description*) _____

DATE INTERNSHIP BEGINS _____ ENDS _____

NUMBER OF CREDIT HOURS _____

INTERN SIGNATURE _____ DATE _____



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INTERNSHIP CONFIRMATION

Lee Horrisberger
Internship Coordinator
Business, Economics, and Communication Department
Walsh University
2020 East Maple Street
North Canton, OH 44720
(330) 490-7040 (VM)
(330) 490-7323 (FAX)

(To be completed by Internship Company/Institution and mailed or faxed to the Media Internship Faculty Coordinator at the above address)

This will confirm that _____ will intern at

(Company/Institution)
beginning _____ and ending _____
for _____ hours weekly, and _____ for the
semester.

It is also confirmed that _____ (Company/Institution
Supervisor) will supervise the intern and provide an end-of-experience performance evaluation
form and mail or fax it to the Internship Coordinator at the above address.

Internship Supervisor or Institution Representative _____

Date _____



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BI-WEEKLY REFLECTION REPORT

REPORT IS DUE ON TUESDAY by 5:00 p.m.

INTERN'S NAME _____ PHONE # _____

INTERNSHIP EMPLOYER _____

FOR WEEKLY
PERIOD _____ (DATE)

HOURS WORKED _____ TOTAL HOURS _____

Briefly describe your major responsibilities and duties assigned during this period.

Explain any job related accomplishments or achievements during your assignment.

Describe how your internship assignment complements your classroom training and coincided with your major study area. (Feel free to include the following examples and/or ideas of your own: technical skills, problem solving, written and oral communication skills, desktop publishing and photography, critical thinking, and abstract thinking.)

In what way has this position added to your personal development? What did you learn? (Feel free to include the following examples and/or ideas of your own: self-confidence, independence, self-discipline, ability to accept criticism, toleration of stress, and understanding of others, ability to work cooperatively, creativity).



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Final Summary & Reflection of Internship

NAME OF INTERN _____

TOTAL HOURS WORKED _____

Expand on the following areas in your summary:

- What were your major responsibilities for this internship?
- What job related accomplishments or achievements did you achieve during your internship?
- How did your internship assignment complements your classroom training and/or coincided with your major study area
- Explain the ways this position added to your personal development.
- How did the internship help you to adapt to new situations?
- How have you developed the ability to work on a team?
- How did the internship help you with your ability to successfully complete assignments?
- How did this internship increase your knowledge of the organization and its culture?
- Did this internship help increase your use and knowledge of technology?
- Has this internship increase your awareness and understanding of the link between classroom concept and applications?
- Did this internship help in your communication skills, both writing and verbal?
- Did this internship increase your awareness of your chosen career path?
- (Feel free to include the following examples and/or ideas of your own: self-confidence, independence, self-discipline, ability to accept criticism, toleration of stress, and understanding of others, ability to work cooperatively, creativity).

You may also include examples of your field experience including, but not limited to: (tapes, scripts, brochures, flyers, press-releases, newsletter contributions, photos, etc., or written descriptions of your internship experience).