

# COM 387: COMMUNICATION INTERNSHIP

Chaminade University

Independent Study

**Meeting: TBD**

To download the syllabus, [click here](#)

Instructor: Kim Baxter (she/her)

E-mail: kimberlee.baxter@chaminade.edu. You can expect an initial response within 48 hours.

Office Hours: M/W 12:30-2:30. Email to schedule an appointment.

## Course Learning Outcomes

This course provides an introduction to the Marianist value of **"adaptation to change"** and it does it through actual work in the field.

Upon successful completion of their internship students should be able to:

1. Describe four aspects of "what's needed to be a good work team member."
2. Articulate at least three skills needed in the field.
3. Create a descriptive resume entry that explains what they did in their internship and how it fits in the media landscape.

Note: These measurable course outcomes are to be included in your final reflection piece submitted post internship. Since you will be working on a job in the real world, be prepared to answer questions and take instruction. These will help you meet the measurable outcomes. The better you do, the more likely you will be to get a good grade, a good reference and possibly even a job offer. You can seek support from other students who have completed or are working on an internship at any time.

## Attendance

Attendance for your one-on-one meetings with the professor is mandatory. IF you have a conflict, you must email the professor IN ADVANCE and SCHEDULE an alternative meeting time that week. Failure to attend the meeting or communicate a missed meeting will result in the penalty of the reduction of your final grade by a letter.

For your internship, you are expected to show up to do the work, on time, participate in discussions and carry your share of the load.

## Academic integrity

Fabrication, plagiarism and cheating will not be tolerated. Collaboration on individual assignments or extensive rewriting done by a classmate will be considered cheating. Lifting information from the Internet or any other published work without attribution is also considered plagiarism.

Fabrication, plagiarism and cheating will result in an automatic 0 for that assignment, and there is the possibility of harsher penalties for final grade in the class.

## Credit-hour policy

This is a three-credit-hour course requiring at least **135 clock hours** of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are expected to spend about:

- 120 hours at your internship (minimum)
- 15 hours working on professional development (as directed by the professor)

**TOTAL = 135 hours**

## GRADING

Your on-the-internship mentor will evaluate you based on 10 work aspects: timeliness, knowledge of task, ability to work undirected, presentation and more. He or she will rate you A through F on each area. Your professor will average them, grade your self-reflection paper, assess your professional development and weekly reports, and issue your grade.

**85% of your grade** will be determined by your mentor's assessment of your work during your internship.

**5% of your grade** will be determined by your self-reflection due at the end of your internship

**10% of your grade** will be determined by your accounting of your professional development (resume, cover letter, LinkedIn, job applications, and more) and your weekly reports (due in Canvas by 11:59 p.m. each Sunday)

## SCHEDULE OF ACTIVITIES

### WEEK 1

**Jan. 12-16:** Introduction, class structure, assignment of roles, meet with the professor to establish expectations and responsibilities for the semester.

### WEEK 2

**Jan. 20-25:** Work in the field at your designated internship. Submit weekly report by 11:59 p.m. on Sunday, Jan. 25 in Canvas.

### WEEK 3

**Jan. 26-Feb. 1:** Work in the field at your designated internship. Schedule and meet with professor to discuss internship. Submit weekly report by 11:59 p.m. on Sunday, Feb. 1 in Canvas.

### WEEK 4

**Feb. 2-8:** Work in the field at your designated internship. Submit weekly report by 11:59 p.m. on Sunday, Feb. 8 in Canvas.

### WEEK 5

**Feb. 9-15:** Work in the field at your designated internship. Schedule and meet with professor to discuss internship. Submit weekly report by 11:59 p.m. on Sunday, Feb. 15 in Canvas.

### WEEK 6

**Feb. 16-22:** Work in the field at your designated internship. Submit weekly report by 11:59 p.m. on Sunday, Feb. 22 in Canvas.

### WEEK 7

**Feb. 23-March 1:** Work in the field at your designated internship. Schedule and meet with professor to discuss internship. Submit weekly report by 11:59 p.m. on Sunday, March 1 in Canvas.

### WEEK 8

**March 2-8:** Work in the field at your designated internship. Submit weekly report by 11:59 p.m. on Sunday, March 8 in Canvas.

### **WEEK 9**

**March 9-15:** Work in the field at your designated internship. Schedule and meet with professor to discuss internship. Submit weekly report by 11:59 p.m. on Sunday, March 15 in Canvas.

### **WEEK 10**

**March 16-22:** SPRING BREAK. Work at your internship is optional this week. IF you do work, submit weekly report by 11:59 p.m. on Sunday, March 22 in Canvas.

### **WEEK 11**

**March 23-29:** Work in the field at your designated internship. Schedule and meet with professor to discuss internship. Submit weekly report by 11:59 p.m. on Sunday, March 29 in Canvas.

### **WEEK 12**

**March 30-April 5:** Work in the field at your designated internship. Submit weekly report by 11:59 p.m. on Sunday, April 5 in Canvas.

### **WEEK 13**

**April 6-12:** Work in the field at your designated internship. Schedule and meet with professor to discuss internship. Submit weekly report by 11:59 p.m. on Sunday, April 12 in Canvas.

### **WEEK 14**

**April 13-19:** Work in the field at your designated internship. Submit weekly report by 11:59 p.m. on Sunday, April 19 in Canvas.

### **WEEK 15**

**April 20-26:** Work in the field at your designated internship. Submit weekly report by 11:59 p.m. on Sunday, April 26 in Canvas.

### **WEEK 16**

**April 27-May 1:** Finish up your work in the field at your designated internship. Schedule and meet with professor to discuss internship. Submit final weekly report by 11:59 a.m. on Friday, May 1 in Canvas.

### **FINALS WEEK**

**May 4-8:** Submit final self-reflection of your internship (worth 5% of your grade) by 11:59 p.m. on Thursday, May 7 in Canvas.

*Please note: This syllabus is not set in stone and is subject to change. It is imperative you attend class as changes will often be announced in class. Please contact the instructor with any questions. Check Canvas often and/or email the professor.*

## **Marianist Values**

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

## **Native Hawaiian Values**

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Ōlelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203) All knowledge is not taught in the same school.

## **Technical Assistance for Canvas Users:**

- Search for help on specific topics or get tips in Canvas Students
- Live chat with Canvas Support for students
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this video to get you started
- Online tutorials: click on "Students" role to access tutorials
- Contact the Chaminade IT Helpdesk for technical issues: [cstechsupport@chaminade.edu](mailto:cstechsupport@chaminade.edu) or call (808) 735-4855

## **Tutoring and Writing Services**

Chaminade offers free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (include, but are not limited to biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors.

Please check Kōkua 'Ike's website (<https://chaminade.edu/advising/kokua-ike/>) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe.

Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at [tutoring@chaminade.edu](mailto:tutoring@chaminade.edu) or 808-739-8305.

### Course Expectations

Your final grade will be based on your performance on exams and quizzes, speech assignments, class participation, professionalism, and attendance.

- The average student can expect to spend approximately 6-9 hours per week preparing for this class.
- Active student participation in all required discussions and weekly assignments is required.
- Honest communication with me personally or via e-mail is expected if any unexpected changes occur in your life.

Note: In case of class cancellation, you will be notified via Canvas and your Chaminade email.

### Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information ([ada@chaminade.edu](mailto:ada@chaminade.edu)).

### Hazing Prevention Resources and Athlete Helpline

Assists athletes, parents, coaches, and any allies interested in ensuring physical and mental safety for sports communities by offering confidential emotional support, crisis intervention, informational athlete-focused resources, and guidance related to concerns about any type of abuse—including hazing.

Chaminade University's Hazing Policy: <https://catalog.chaminade.edu/studenthandbook/codeofconduct>

<https://hazingpreventionnetwork.org/athlete-helpline/> |  
<https://hazingpreventionnetwork.org/how-to-report-hazing/>

**Basic Needs Resources:** <https://chaminade.edu/basic-needs/>

### Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

### Attendance Policy

The following attendance policy is from the 2019-2020 Academic Catalog (p. 54-55). Faculty members should also check with their divisions for division-specific guidelines.

Students are expected to regularly attend all courses for which they are registered. Students should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make an arrangement to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu Tutor Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

### Academic Conduct Policy

From the 2019-2020 Undergraduate Academic Catalog (p. 39):

Any community must have a set of rules and standards of conduct by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website.

For further information, please refer to the [Student Handbook](https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf) (<https://chaminade.edu/wp-content/uploads/2019/08/NEW-STUDENT-HANDBOOK-19-20-Final-8.20.19.pdf>)

### General Student Rights (Student Handbook, page 6)

1. Students have the right to pursue educational, recreational, social, cultural, and residential activities within the basic philosophies, goals, and guidelines of Chaminade University.
2. Students have the right not to be discriminated against in employment or educational pursuits based upon the student's religious affiliation, gender, sexual orientation, skin color, ethnic or racial background, national origin, age, physical or mental challenges, marital status, change in marital status, pregnancy, or parenthood.
3. Students have the right to pursue educational endeavors free of harassment of any kind.
4. Students have the right to organize and join associations to promote interests held in common with other students within the limits of university policy and our Catholic, Marianist values.

5. Students have the right to services of the faculty, staff, and administrative officers of Chaminade University.
6. Students have the right to fair and impartial academic evaluations.
7. Students have the right to have the university maintain and protect the confidential status of their education, student conduct, and health records (for exceptions, see Privacy & Confidentiality in the DISCRIMINATION AND HARASSMENT PROCEDURES AND RESOURCE GUIDE)
8. Students have the right to a clean environment, reasonable access to facilities provided by the university, and freedom to read and study without undue interference, unreasonable noise, and other distractions.
9. Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one student may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.