



## COMS 489 – Internship COURSE SYLLABUS: Spring 2024

### INSTRUCTOR INFORMATION

Instructor: Julie Grandjean, Ph.D.

Office Location: JOUR 126

Office Hours: Tuesday/Thursday 10 a.m. – 11 a.m., Tuesday 2 p.m. – 3:30 p.m., and by appointment.

University Email Address: [Julie.Grandjean@tamuc.edu](mailto:Julie.Grandjean@tamuc.edu)

### COURSE INFORMATION

Course Description:

Internship where hands-on experience engages and applies knowledge and skills gained through previous coursework.

Course Objectives:

1. To gain experience through practical hands-on application of media production-related skills
2. To document and communicate the experiences engaged through both written and verbal forms
3. To reflect and recognize the ways in which the internship reflected aspects of content, task, and self-knowledge connected to one's degree plan

Evaluation:

Experience Journal: 40%

Meeting Sessions: 20%

Reflective Project: 40%

Brief Assignment Explanations:

**Experience Journal:** Per each day of the internship, a full listing of all tasks experienced should be documented. When possible, including examples and/or links to end products would be recommended. Additionally, as a supplement to the listing of tasks, including a short narrative explaining potential connections between the hands-on and one's coursework experienced should occur. These narratives will ideally be formed at the end of each week of the internship.

**Meeting Sessions:** On a bi-weekly basis, a meeting between the student and the internship mentor is to occur wherein the student can communicate aspects of the internship experience, both in practical and academic fashions.

**Reflective Project:** The student will reflect on the internship as a whole via a personalized consideration of the whole of the portfolio generated across the term.

Course Outline:

Note: The course outline is only a guideline. It is subject to change based on discussion, current events, or other such influences.

Week 1 (02/05 – 02/09)

- Meeting Session: TBD
- Experience Journal #1 Due February 09

Week 2 (02/12 – 02/16)

- Experience Journal #2 Due February 16

Week 3 (02/19 – 02/23)

- Meeting Session: TBD
- Experience Journal #3 Due February 23

Week 4 (02/26 – 03/01)

- Experience Journal #4 Due March 1

Week 5 (03/04 – 03/08)

- Meeting Session: TBD
- Experience Journal #5 Due March 8

Week 6 (03/18 – 03/22)

- Experience Journal #6 Due March 22

Week 7 (03/25 – 03/29)

- Meeting Session: TBD
- Experience Journal #7 Due March 29

Week 8 (04/01 – 04/05)

- Experience Journal #8 Due April 05

Week 9 (04/08 – 04/12)

- Meeting Session: TBD
- Experience Journal #9 Due April 12

Week 10 (04/15 – 04/19)

- Experience Journal #10 Due April 19

Week 11 (04/22 – 04/26)

- Meeting Session: TBD
- Experience Journal #11 Due April 26

Week 12 (04/29 – 05/03)

- Experience Journal #12 Due May 03

Week 13

- Meeting Session: TBD
- Reflective Project Due May 09

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your instructor via email ([Julie.Grandjean@tamuc.edu](mailto:Julie.Grandjean@tamuc.edu)).

### **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here: <https://community.brightspace.com/support/s/contactsupport>

### **Interaction with Instructor Statement**

#### ***Attendance***

Attendance is mandatory. By coming to class, you will get a better understanding of the theories we are exploring, by having hands-on experience and discussions about them. However, I understand that we are all busy with work and that sometimes life happens. For this reason, you have a total of 3 unexcused absences for this semester. Excused absences can be added to these 3 unexcused absences.

**Note:** Three late arrivals (less than 15 minutes after the beginning of class) to class without an appropriate excuse count as an unexcused absence. A 15+ minute-delay to class counts as an unexcused absence.

#### ***Syllabus Change and Class Calendar***

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

The class calendar is available at the bottom of this syllabus and at the bottom of the home page of our class (COMS 497 – Visual Communication) on D2L. This is the “official” calendar.

Scheduled reading and assignment due dates may shift over the course of the semester; therefore, you should check the calendar often for updates.

### ***E-mail Correspondence***

Whenever possible, please meet with me during office hours (TBD) to discuss your questions and class work. I will answer questions via e-mail, usually within 48 hours. I will only respond to e-mails Monday through Friday before 5:00 pm. E-mails received Friday evening through Sunday and student holidays will be answered on the next working business day. Please note that sometimes emails get lost in the email abyss. So, if you do not hear back within the first 48 weekday hours please email me again.

I expected that your emails will include the following:

1. Subject: Label your Name, Class, and Section number. Example: Smith, 414-01W.
2. Appropriate salutation. Example: Hello Dr. Grandjean.
3. Formal style with minimum grammar, punctuation, or spelling errors.

## **UNIVERSITY PROCEDURES/POLICIES**

### **University Specific Procedures**

#### ***Student Conduct***

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

#### ***Academic Integrity***

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

#### ***Students with Disabilities-- ADA Statement***

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### ***Office of Student Disability Resources and Services***

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### ***Nondiscrimination Notice***

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### ***Campus Concealed Carry Statement***

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### ***A&M-Commerce Supports Students' Mental Health***

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)