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COMM 398.01: Cooperative Education Experience

Gregory S. Larson
University of Montana - Missoula, Greg.larson@mso.umt.edu

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**Communication 398: Cooperative Education Experience**

**Gregory S. Larson - Associate Professor**

Office: LA 357  
Web: [http://www.umt.edu/dcs/Faculty/Larson/index.html](http://www.umt.edu/dcs/Faculty/Larson/index.html)  
E-mail: greg.larson@mso.umt.edu  
Office Phone: 243-4161  
Office Hours: M, W, F 11:10 -12:00 noon or by appointment

**Internship Description and Objectives**
An internship is a cooperative education effort between you, an employer or organization, and your academic department. The program provides an opportunity to integrate academic study with applied experience. Internships provide valuable career experience and help to build your resume.

You may enroll in COMM 398 for up to 3 credits per semester (or up to 3 credits for the combination of first and second summer session) with a Pass/No Pass grading option. (Note: You can only take a maximum of 6 credits of internship and a maximum of 9 credits combining internship and independent study)

**Types of COMM internships**
Internships can take place in a wide variety of sites: business, governmental, educational, or nonprofit organizations. The nature of each internship varies depending on the needs of the organization and the needs of the intern. Some internships involve doing regular kinds of work functions for an organization while others focus on completing a particular project. The nature of your internship is something that you should discuss with the faculty advisor.

**Assignments**
To complete the internship for credit, you are required to write four reports for the Communication Studies department as well as complete several evaluations for Internship Services. Each report will contain three parts: an update on your activities, a link to concepts from communication studies and a career development component. Please use the web site to explore the assignments in more detail and see a schedule for when assignments are due.

**Eligibility**
To receive Internship credit from the COMM department you must:  
1. Have completed at least 30 university credits.  
2. Be a COMM major (not a minor or Pre-COMM).  
3. Use your internship credits as elective COMM credits.  
4. Have a supervisor evaluate your work and fill out midterm and final evaluations. These are required by the Center for Work-Based Learning.

[http://www2.umt.edu/dcs/Faculty/Larson/comm398/home.html](http://www2.umt.edu/dcs/Faculty/Larson/comm398/home.html)
Enrolling in Internship

1. Complete the Learning Agreement from the Internship Services office in the Lommasson Center (i.e., the Lodge, room 154).
2. In coordination with your supervisor at your internship site, prepare a one-paragraph proposal for your internship (describe what you plan to do). Submit that proposal to Greg Larson at the same time you bring the Learning Agreement for a signature.
3. Get an override slip for COMM 398 and bring it to Greg Larson for a signature (Should be done at the same time as the Learning Agreement and the Proposal paragraph).
3. You must get approval for the site of your internship from Prof. Larson by the end of the second week of the semester.
4. Students with disabilities: All internship sites must comply fully with all federal and State anti-discriminatory laws. You have the right to request assistance and/or accommodations necessary to make your internship a satisfactory experience. If your internship site is unable or unwilling to make necessary accommodations to your disability, contact the course coordinator and the Internship Services office immediately.

Turning In Work: See Schedule for Due dates
Submit your work electronically via e-mail attachment (Microsoft Word preferred). In the "subject" section of the e-mail please write: "Internship and the name of the assignment" (For example: Internship Interpersonal Communication). Please also make sure your name is in the e-mail message as well as included on any documents you attach. Submit work to: greg.larson@mso.umt.edu