

Communication CO-OP/Internship

COMM2000 352

Instructor Information

Phone:

Email:

Office Location:

Office Hours

Course Description

Supervised work experience in a business, industrial, or government environment related to the student's COMM program sequence. Credit awarded for successful completion of specified learning objectives that provide new learning.

Prereq: Department approval.

Semester: All

Course Student Learning Outcomes

- Supervised work experience in a business, industrial, or government environment related to the student's COMM program sequence. Credit awarded for successful completion of specified learning objectives that provide new learning.

Communication Plan

I will respond to email within 24 - 48 hours during the work week.

I will offer feedback on major assignments within one to two weeks of the due date.

The best way to contact me is via the Canvas Inbox, as I will prioritize this email over other modes of communication.

Assignment Schedule

Due Date	Assignment Name	Assignment Type	Points
8/25	Learning Objectives and Instructor Meeting	Assignment	20
9/8	Reflection Post 1	Assignment	20
9/22	Reflection Post 2	Assignment	20
10/6	Reflection Post 3	Assignment	20
10/27	Reflection Post 4	Assignment	20
11/10	Reflection Post 5	Assignment	20
11/24	Reflection Post 6	Assignment	20
12/9	Final meeting with Instructor and final forms	Assignment	25

Brief Description of Assignments/Exams

Bi-weekly reflections based on internship experience. Please submit a minimum of five reflection posts.

Set goals with on site and academic advisors. Number of goals determined by number of credits.

Assess achievement of goals at the end with on site and academic advisors.

Grading Scale

95-100% = A	80-83% = B-	67-69% = D+
90-94% = A-	77-79% = C+	64-66% = D
87-89% = B+	74-76% = C	60-63% = D-
84-86% = B	70-73% = C-	Below 60 = E

How to Navigate to Canvas

Institutional Policies

As members of our academic community, we would like to invite you to review the Institutional Syllabus which covers important policies and procedures. This document contains important links for students on the code of student rights and responsibilities, academic integrity, and grading policies, Title IX and other important acknowledgements. By familiarizing yourself with this information, you can help us create a safe and respectful environment for everyone.

You can access the document by clicking on the following link:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>

Learning Support and Tutoring Services

We are pleased to offer a range of tutoring and learning support services to help you achieve your academic goals. Whether you need assistance with a specific subject or want to improve your study skills, you have many options for tutoring or other support.

To learn more about the services we offer and how to access them, please visit the Institutional Syllabus under the Tutoring and Learning Support tab:

<https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. We encourage you to take advantage of these resources to help you succeed in your studies. If you have any questions or would like to schedule a tutoring session, please don't hesitate to reach out to us. We are here to support you in any way we can.

Advising and Counseling Support Services

At our institution, we are committed to supporting your academic and personal growth. That's why we offer a range of advising and counseling services to help you navigate the challenges of college life. To learn more about the resources available to you and how to access them, please visit the Institutional Syllabus under the Advising and Counseling Support Services tab: <https://slcc.instructure.com/courses/530981/pages/institutional-syllabus>. Our advising team and the support centers across campus are here to support you in achieving your goals and overcoming any obstacles you may face.

Student Academic Calendar

As students you should be aware of all important dates in the semester, such as the day that courses begin and end, as well as the drop date and the last day to withdraw. To learn more about those dates, navigate to the Student Academic Calendar below:

[SLCC Student Academic Calendar](#)