

Communication CO-OP/Internship

COMM - 2000 352

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.

Engagement Plan

I will respond to Canvas messages 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
8/31/25	Learning Objectives and Instructor Meeting	Assignment	20
9/14/25	Reflection Post 1	Assignment	20
9/28/25	Reflection Post 2	Assignment	20
10/12/25	Reflection Post 3	Assignment	20
10/26/25	Reflection Post 4	Assignment	20
11/9/25	Reflection Post 5	Assignment	20
11/23/25	Reflection Post 6	Assignment	20
12/16/25	Final meeting with Instructor and final forms	Assignment	25

Brief Description of Assignments/Exams

Develop Learning Objectives:

In collaboration with your direct work supervisor, you will establish learning objectives; these learning objectives should reflect new learning that will occur at your workplace or internship. The number of objectives should match the number of credits you have registered for. Both you and your work supervisor will then sign the Cooperative Education/Internship Learning Objectives Agreement Form. I will also review your learning objectives in Canvas and at the initial meeting.

Required work hours:

You are required to spend 2 hours per week working on your learning objectives for every one hour of credit you are seeking. (For example, students registered for 3 hours of credit would need to work 6 hours per week. When multiplied by 15 weeks, this totals the 90

hours you must spend working on your learning objectives during the semester to receive 3 academic credits).

Initial Meeting:

Contact your faculty supervisor at the beginning of the semester to establish the internship expectations, ensure you have an on-site supervisor and review objectives. We can meet via Zoom or face to face.

Interim Contacts:

During the semester you will be required submit at least five (5) reflections to keep me updated on the progress on your learning objectives. These reflections will affect your final grade. I will contact your employment / internship supervisor twice during the semester to check-in on your progress.

Final Meeting:

Contact your faculty supervisor at the end of the semester to scheduling a final meeting. You will also be turning in a supervisor evaluation and your self-evaluation.

We can meet via Zoom or face to face for our final meeting. You may be asked to provide a verbal and written report of how you did on your learning objectives. Your employment supervisor will also comment on each of the objectives and grade your work.

Final Grade:

Your final grade will be calculated using your self-evaluation, your on-site supervisor's evaluation and completing the course requirements assigned by me, i.e. attending scheduled meetings, required forms, and reflections.

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.

For more information, navigate to the Institutional Policies tab on the [Institutional Syllabus](#) page.

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, visit the [Institutional Syllabus](#) page under the Tutoring and Learning Support tab. 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, visit the [Institutional Syllabus](#) page under the Advising and Counseling Support Services tab. 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](#)