Course Number: COMM 2910
Course Title: Communication Practicum
Credit Hours: 1 or 3 (general elective credit only)
Grade: Pass/Fail (S/U)
Prerequisites: 2.3 grade point average; Departmental Approval

Objectives: The Communication Practicum will provide students with practical experiences in potential career fields gained while working in professional settings. These experiences will allow students to apply knowledge obtained through coursework to business situations. In addition, these business experiences may be brought back to the classroom as a compliment to the overall learning process. Academic and practical instruction are both vital parts of the education process and should encourage and support each other.

The practicum must be appropriate to a major within the Department of Communication and Journalism. It should provide the opportunity for hands-on, practical experience in a professional setting. The student must not be merely running errands or performing clerical duties. In addition, the on-the-job supervisor should be an expert in the field, capable of providing proper guidance. The supervisor may not be a relative.

All Communication Practicum students must be registered for COMM 2910 during the term when the work is performed. The practicum course is for one or three semester hours of academic credit.

Credit:
For the one credit hour option, students should work 8 hours per week during Fall or Spring semesters or 10 hours per week during the full Summer term. Students in the one credit hour option may choose to work 20 hours per week for the five week Summer mini-term.

For the three credit hour option, students should work 15 hours per week during Fall or Spring semesters or 20 hours per week during the full Summer term. There is no five week mini-term option for the three credit hour practicum.

The requirements listed for course credit are minimum on-the-job hours. The student and the supervisor may agree that additional hours will enhance the practicum experience; therefore, the student has the option of working more than the required minimum.

The practicum should begin the first day of class and continue through the last day of class. Reasonable accommodations may be made for special circumstances, but they must be approved prior to the beginning of the practicum.

Grading and requirements:
Students are expected to report to the faculty supervisor midway through the term and by the last day of class. The midterm report should consist of a 2 or 3 page essay addressing the practicum experience.
The final report is more formal and detailed. It should contain:
I. Review of Practicum Activities
II. Critical Assessment of the Practicum Experience
III. Analysis of the Value of the Practicum Relative to Career Goals
IV. Suggestions for Improvement of the Communication Practicum Program
V. Examples of Work

Failure to include any of the above information will result in an unsatisfactory grade of U.

The on-the-job supervisor will be asked to complete a performance evaluation. This evaluation must be returned to the faculty supervisor no later than the last day of class. A cover letter and evaluation form will be provided for the supervisor. It is the responsibility of the students to coordinate this evaluation and follow up to see that it is completed and forwarded to the faculty supervisor within the required time frame.

The internship is graded “S” or “U” by the faculty supervisor. An “S” will be awarded only if both the faculty supervisor and on-the-job supervisor believe that all practicum work is satisfactory. Students who do not meet performance requirements or fail to submit reports will receive an unsatisfactory grade.

The Practicum Agreement, signed by the student, the faculty supervisor, and the on-the-job supervisor, is due in the Department of Communication & Journalism office no later than the first day of class. The practicum is not approved until the packet has been submitted, pre-requisites confirmed and objectives/responsibilities accepted.

The final report and the evaluation by the on-the-job supervisor are due to the faculty supervisor no later than the last day of class. Reports turned in late may result in an incomplete or unsatisfactory grade. It is the responsibility of the student to follow up on reports and evaluations. There is no final exam for this course.

Students needing accommodations should arrange a meeting the first week of class. Come during office hours or email for an alternate time. Bring the Accommodation Memo and Instructor Verification Form to the meeting. Discuss items needed in this class. If you do not have an Accommodation Memo but need special accommodations, make an appointment with The Program for Students with Disabilities, 1244 Haley Center, 844-2096 (V/TT) or email: haynemd@auburn.edu.

Academic Honesty: Students are expected to behave with integrity. Academic dishonesty will not be tolerated and will be dealt with in the manner specified in the Tiger Cub.

Students may withdraw (although with a W on their transcript) until midsemester.

Make-ups for all missed and late written work are allowed with proper University approved excuses within one week of the original due date.
Student emails will be answered within 48 hours of receipt.
Department of Communication & Journalism
Communication Practicum Agreement

Student’s Name: ________________________________________________________

E-Mail Address: ________________________________________________________

Student’s Telephone Number: (_____) ________________________________

Student Banner I.D. Number: ________________

Credit Hours: one (1) OR three (3)

Practicum Term: ______________

On-the-Job Supervisor: ________________________________________________

Title: ________________________________________________________________

Agency or Organization: ________________________________________________

Mailing Address: ______________________________________________________

E-mail: ________________________________________________________________

Telephone: (_____) ____________________________________________________

Faculty Supervisor: Ric Smith
Department of Communication & Journalism
Auburn University, AL 36849
Telephone: 334-844-2757
FAX: 334-844-4573
smithrw@auburn.edu
This practicum is designed to provide the student professional and practical experience in the advancement of his/her college education. Below please list objectives for the practicum experience. These objectives should be coordinated with the on the job supervisor.

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It is understood that the Communication Practicum program is a part of the curriculum of the Department of Communication & Journalism at Auburn University. Students will receive University credit applied to a degree.