Course Syllabus
COMM 669: Graduate Student Paid Professional Experience
Fall, 2026

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Department of Communication Studies

Catalog Description: Paid, supervised work and learning experience related to careers in communication with business firms and not-for-profit agencies. Job description may include, but is not limited to, research, training, organizing, program or event development and management, sales, promotions, human resources, and marketing.

Course Description: Paid professional experiences or internships are on-the-job working and learning experiences in which students apply the knowledge and skills they have learned in their courses. In addition to seeing how their coursework relates to their job experiences, students also are able to focus their career search and goals more clearly. Internships provide opportunities for students to apply advanced interpersonal, group, organizational and public communication skills/principles, and research expertise. Students may only complete one internship at one location.

Prerequisite: 18 credits in communication studies; permission of the department chairperson or internship coordinator. Only open to communication studies majors and minors.

Course Objectives: This course addresses the following departmental learning objectives:

Department Learning Objectives	**NACE Workplace Competencies**
Employ communication theories, principles, and concepts	Critical Thinking
Create messages appropriate to the audience, purposes, and contexts	Communication
Apply ethical communication principles and practices	Professionalism

At the conclusion of the internship, students will be able to:

Course Objectives	**NACE Workplace Competencies**
State how the work experience they obtained in the internship relates to their use of communication in their future career.	Career & Self Development Professionalism Communication
Apply communication knowledge and skills acquired in courses to the work environment.	Critical Thinking Communication
Demonstrate effective and efficient communication strategies needed within teams and organizations	Communication Teamwork

Course Rationale: Internships provide opportunities for students to engage in self-development as they apply advanced interpersonal, group, organizational and public communication skills/principles, and research expertise. Students contribute to organizations by helping to achieve organizational goals and reduce communication errors. Internships enable students to engage in professional experiences that make them competitive for future careers.

Course Content: Topics to be addressed in this course include the following:

1. Applicable Communication Theories
2. Work-Life Balance
3. Workplace Productivity
4. Workplace Accountability

Course Texts: No text is required.

Course Policies and Expectations

Course Participation Expectations: This course is designed with weekly work logs, a midterm check-in, a final check-in, and a final paper, to be completed in addition to your internship. Students must pass the internship course to receive course credit. Completing the internship without successfully completing the course will result in an F and no course credit will be awarded. Complete all assignments by the stated due dates to be successful in the course.

Student Assignments: Students in this course will be required to complete the following assignments at minimum.

- Work logs: Students will record both hours worked weekly as well as a running total of hours.
- COMM Theory application: Each work log will include a prompt asking students to note a task or observation within the internship that directly relates to a chosen COMM theory.
- Midterm Check-In: Internship site supervisors will complete documentation of progress the intern is making in terms of workplace productivity.
- Final Check-In: Internship site supervisors will complete documentation of progress the intern made throughout the entirety of the internship.
- Final Paper: Students will write a final which includes: a description of the organization; a description of work activities applied within COMM theories; and an evaluation of the organization.

Late Assignments:

- There is an automatic 5% deduction per day on all late work. However, work logs not submitted by the due date/time that the next one is due will receive a 0 and will not be accepted.
- If you are going to be gone or not have internet access when an assignment is due, it is your responsibility to let me know ahead of the due date.

Assignment Submission Policy:

1. All assignments should be submitted as Word documents with extensions of .doc or .docx unless otherwise indicated in the assignment description.
2. All assignments must be uploaded to the correct Canvas assignment link before the deadline.
3. Emailed assignments will not be accepted.
4. Links to online storage accounts (SharePoint, Google Docs etc.) will receive an automatic 0. Assignments posted to the wrong assignment link will be given a 0 as grading in Canvas relies on assignments being posted to the correct link.

It is the student responsibility to check for accuracy. Assignments that are inaccessible at the time of grading (online storage account, wrong files/assignments, corrupted files etc.) will be given an automatic 0. It is the responsibility of the student to submit correct and accessible assignments before the deadline.

Email Policy: I will respond to email from your official Ball State email address within 48 hours during weekdays (Monday-Friday). I am away from my office and email on weekends and holidays.
Students are expected to communicate in a positive and professional manner.
Emails to your professor should include an introduction including what course and section you are in, as well as an appropriate greeting with the appropriate title. For example: "Hello Dr. Rediger, my name is [your name] and I am in your COMM ___ course." Followed by your email. Then, please allow up to 48 hours for a response.

FERPA as it pertains to student work:

1. Student work is considered part of student record and is subject to FERPA guidelines and compliance measures.
2. Instructors may use services outside of those provided by Ball State University for student work and work submittal; however, students must be provided an alternative to those services upon request of the student.

Reporting Internships & Cardinal Career Link:
Please add your internship to the list on Cardinal Career Link:

1. Log into Cardinal Career Link by choosing, "student login", and using your BSU credentials at: http://cms.bsu.edu/about/administrativeoffices/careercenter/ccl (Links to an external site.)Links to an external site.
2. If you have not already, complete the required fields of your profile
3. Once logged in, find "Internships" on the right side of your screen
4. Choose, "Tell us about your internship"
5. Choose "Add New"
6. At "Employment Status" choose the best option for you, most will choose part-time
7. Under placement type, choose "internship"
8. Complete the rest of the fields
9. Choose "Submit"

The Intern will:

1. Join the agency as a staff member and is expected to adhere to policies, procedures and working hours that apply to professional and administrative staff members of the agency.
2. Seek the advice and assistance of the Site Supervisor when uncertain about assigned or selected tasks.
3. Confer regularly with the Site Supervisor regarding progress.
4. Maintain a calendar of hours and a daily log, and submit weekly work logs, a midterm evaluation, final evaluation, and final written paper to the internship Canvas course site.
5. Participate in the evaluation of the internship.

Use of Technology: Students should submit their work through Canvas.

Grading:

Work Logs (15 @ 10pts each)	150pts
Business Etiquette Quiz	10pts
Mid-Term Evaluation	50pts
Final Evaluation	50pts
Final Paper	100pts
Total:	360pts

Final Grading Percentage Scale:

A	94 – 100%
A-	90 – 94%
B+	87 – 90%
B	84 – 87%
B-	80 – 84%
C+	77 – 80%
C	74 – 77%
C-	70 – 74%
D+	67 – 70%
D	64 – 67%
D-	61 – 64%
F	0 – 61%

University Statements and Policies

University Statement: We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

Disability Statement: If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's Disability Services Office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or dsd@bsu.edu.

Freedom of Expression: In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's Statement on Freedom of Expression, the resources on Ball State's Freedom of Expression webpage, and Ball State's Beneficence Pledge.

University Grade Appeal Policy: If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the University Grade Appeal Policy and Process.]

Course & Instructor Evaluation: Students will have an opportunity to participate in formal assessment of this course and my teaching performance at the end of the semester through the university's online evaluation process.

Student Portfolios: Students may wish to include copies of materials generated in the internship for their portfolios. Items may include business letters, memos, fliers, brochures, reports, presentations, etc.

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Student Academic Ethics Policy: Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is committed to maintaining a climate that upholds and values the highest standards of academic integrity.

Visit the VPAA's academic integrity website (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University Student Academic Ethics Policy.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty.

Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

Generative AI Statement: In this course, I value your authentic voice and the development of your skills. Artificial Intelligence (AI) tools like ChatGPT, Google Gemini, or Grammarly may be used to support your learning within the following guidelines:

Permitted Uses:

- Brainstorming ideas.
- Generating outlines or structure suggestions.
- Practicing delivery with AI speech coaches (e.g., Microsoft Presenter Coach, Ovation VR).
- Clarifying grammar or revising drafts of your project outlines.

Prohibited Uses:

- Submitting coursework written entirely or mostly by AI.
- Using AI to generate citations, arguments, personal stories, or other assignment content you present as your own.
- Uploading course materials or other students' work to public AI tools.

All work you submit should reflect your original thinking, your voice, and your preparation as a student in this course. Improper or undisclosed use of AI tools will be treated as a potential academic integrity violation. If you're unsure whether a use of AI is appropriate, please ask.

The Writing Center: All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing. The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

The Learning Center: The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu and click on "Navigate" in the Academic Tools section, or just go directly to bsu.navigate.eab.com. Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center. Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit bsu.edu/learningcenter or call 765-285-1006. Follow us on Instagram: BallStateLC.

The Basic Needs Hub: If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the Basic Needs Hub. The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a Basic Needs Assistance Form.

The Counseling Center: The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide. At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found here.

The Speaking Center: The Speaking Center is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message. The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this direct link to sign up for a time. Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

Canvas Accessibility: Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010. Find more information by visiting the Canvas Voluntary Product Accessibility Template (VPAT).

FERPA and Privacy: As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading Ball State's FERPA and Privacy and Protection.

Plagiarism Detection: The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

Technical Assistance: If you have technical questions, you can contact Ball State's Help Desk. In addition, the Help Desk staff has put together many how-to video clips in its Tech Clips section that can guide you through many of the most common questions. The Help Desk can be contacted at 765-285-1517 or by email at helpdesk@bsu.edu.

Subject to Change Statement: This syllabus is subject to change in the event of extenuating circumstances.