Professional Experience / Internship Course Syllabus

Instructor: Dr. James Rediger
Email: jnrediger@bsu.edu
Student Hours: T/TH from 2:00 to 4:00pm.
To schedule a Zoom meeting
please visit: calendly.com/jnrediger
If your schedule conflicts with my student hours,
please email me to set up an appointment.

Course Texts: No text is required.

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: Internships are on-the-job working and learning assignments 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, they 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 and principles, and research expertise to help significantly reduce communication error. Students may only complete one internship at one location.

Prerequisite: 18 credits in communication studies; permission of the department chairperson or internship coordinator. A total of 3 or 6 credits may be earned for undergraduate students. A total of 3 credits may be earned for graduate students. Open only to communication studies majors and minors.

Course Rationale: Internships provide opportunities for students to apply advanced interpersonal, group, organizational and public communication skills and principles, and research expertise to help significantly reduce communication error.

Course Content: Topics to be addressed in this course include the following:
1. Various Communication Theories
2. Work/Life Balance

Student Assignments: Students in this course will be required to complete the following assignments at minimum.
1. Work Logs
2. Communication Theory Applications
3. Mid-Term Evaluation
4. Final Evaluation

Learning Objectives:
1. Students will undertake supervised internships with business firms or public agencies providing work experience related to Communication Studies.
2. The internship strives to provide students with an opportunity for applying conceptual knowledge and skills acquired in their courses to the work environment. In addition, it provides the student with exposure to the problems of efficiently and effectively communicating within a complex organization.

Course Objectives This course addresses the following departmental learning objectives along with the National Association of Colleges and Employers (NACE) Competencies.		
Course Objectives	**NACE Workplace Competencies**	**Assignment(s) Facilitating/Assessing Objective**
Receive work experience related to Communication Studies	• Career & Self Development • Teamwork • Equity & Inclusion	• Applying for and interviewing for an internship • Participating within an organization • Working with coworkers • Working for a supervisor/boss
Apply knowledge and skills acquired in courses to the work environment	• Technology • Critical Thinking • Professionalism	• Using acquired skills to participate within an organization
Exposure to the problems of efficiently and effectively communicating within a complex organization	• Communication	• Participating within an organization • Submitting to the authority of a supervisor/boss

Course Policy Statements:

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.

Academic Accommodations: 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.

Course Materials: Students' course materials are available via Canvas and through the Ball State First Day partnership with Barnes & Noble. This program ensures students obtain all their course materials the first day of classes. Students are automatically enrolled in the program and charged the flat course material fee on their BSU eBill. Students can opt out of the program by the deadline listed on the "Course Materials" page in Canvas. Please review the program details to make the most informed decision regarding your course materials and participation in this program: Ball State First Day

Attendance Policy: Students are expected to show up to internships at the agreed upon time between student and internship supervisor. The final grade is based on completion of coursework along with the completion of the agreed upon internship hours. Students who do not regularly show up to the internship will not pass the course.

Communication and Feedback: I will try to return e-mail from your official BSU e-mail address within 48 hours during the business week: Monday through Friday. If you haven't heard from me within that timeframe, please feel free to nicely follow up. Sometimes e-mails become buried. For work-life balance, I am away from email Friday 5:00pm until Monday 9:00am. If discussion boards are assigned in this class, I will read every discussion post, but I don't always personally comment on all posts. I will make every effort to grade assignments within 5 business days of submission. End of semester assignments may take longer. Please feel free to e-mail me before that time if you have any questions or concerns about your performance in the course.

Academic Integrity: Academic integrity is taken very seriously by this University and in this department. Students are expected to follow the University's code of behavior regarding all academic matters. I will address academic misconduct with students directly, whether the misconduct was intentionally or because of a lack of awareness. Cheating, plagiarism (the using of another's work, words, or ideas as your own), and double-dipping (turning your own work in for credit in two different courses) are serious academic offenses. Please consult the guidelines provided for responsible AI use in this class. Work created outside of those guidelines will be considered an ethics violation. For additional information regarding academic integrity expectations and processes, please consult the University's policies related to academic integrity.

AI: 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.

Late Work Policy: Assignments should be turned in complete and on time. After the deadline passes, 5% will be deducted per day (day of the week not scheduled class meetings) that an assignment is late. After 7 days the assignment will be given a 0. No make-up assignments will be allowed unless a school sanctioned absence or documentation of a medical emergency (health center notes do not count as documentation of a medical emergency) is provided. Student athletes, military, or other university affiliated groups are required to provide official travel notices for accommodations.

Submission of Assignments: All assignments must be uploaded to the correct Canvas assignment link before the deadline. Emailed assignments will not be accepted. 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.

Communication and Email Etiquette: Students are expected to communicate in a positive and professional manner. Asking for grading clarification with a respectful tone is reasonable and will be responded to. However, emails with a disrespectful tone, an argumentative approach, or asking for higher grades will not be tolerated. Disrespectful, persistent, or hounding (multiple emails after an answer is given) will be considered harassment and may be reported to the Office of Student Conduct.

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.

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 my.bsu.edu and click on "Navigate" in the Additional Tools section, or just go directly to https://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 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 http://www.bsu.edu/writingcenter. Online and in-person appointments are available; however, plan ahead because appointments book quickly!

Student Services – Dean of Students: If at any time you need the assistance of a mental health professional, 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 Dean of Students Office: https://www.bsu.edu/about/administrativeoffices/dean-of-students.

Subject to Change Statement: The syllabus and course schedule may be adjusted because of scheduling difficulties or instructional need. Students are responsible for all materials and instructions given in class and on Canvas.

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

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.

Grading: Grades are private and available only on Canvas. Final grades are not rounded up for any student. Individualized end of the semester grade bumps are a violation of academic integrity and requests for grade bumps or individual student rounding of grades may not be responded to.

Methods for Evaluation of Student Performance		
Assignment	**Description**	**Points**
Business Etiquette Quiz	Watch a Business Etiquette video with an accompanying quiz.	10
Work Logs	Contains weekly and running totals of hours worked. Also, an application piece of internship responsibilities and COMM theories.	160 (16 @ 10pts each)
Business Etiquette Quiz	Watch a Business Etiquette video with an accompanying quiz.	10
Mid-Term Evaluation	Evaluation to be filled out and signed by the student and internship site supervisor.	50
Final Evaluation	Evaluation to be filled out and signed by the student and internship site supervisor.	50
Final Paper	7-8 page paper including: • Description of the organization and internship responsibilities • Analysis of work activities incorporating 4 COMM theories. • Evaluation of the organization and internship.	100

Internship Course Calendar		
Week	**Assignment**	**Due**
1	Business Etiquette Quiz Work Log 1	Sunday 11:59pm
2	Work Log 2	Sunday 11:59pm
3	Work Log 3	Sunday 11:59pm
4	Work Log 4	Sunday 11:59pm
5	Work Log 5	Sunday 11:59pm
6	Work Log 6	Sunday 11:59pm
7	Work Log 7	Sunday 11:59pm
8	Work Log 8 Midterm Evaluation	Sunday 11:59pm
9	Work Log 9	Sunday 11:59pm
10	Work Log 10	Sunday 11:59pm
11	Work Log 11	Sunday 11:59pm
12	Work Log 12	Sunday 11:59pm
13	Work Log 13	Sunday 11:59pm
14	Work Log 14	Sunday 11:59pm
15	Final Evaluation Work Log 15	Sunday 11:59pm
16	Final Paper Work Log 16	Sunday 11:59pm

Final Grading Percentage Scale:

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