

LONG SIGNATURE SHEET



Proposal Number: Comm 11-30-106

Proposal Title New Course for MA Program

Originating Department Communication Studies

TYPE OF PROPOSAL: UNDERGRADUATE _____ GRADUATE UNDERGRADUATE & GRADUATE _____
 (Separate proposals sent to UCCC and Grad. Council)

DATE RECEIVED	DATE CONSIDERED	DATE FORWARDED	ACTION	SIGNATURES
3/16/11	3/16/11	3/16/11	Approved	DEPARTMENT CHAIR
3/18/11	4/15/11		Approved	COLLEGE CURRICULUM COMMITTEE CHAIR Cheryl L. Brown
5/6/11	5/6/11	5/6/11	Approved	COLLEGE FACULTY CHAIR
5/6/11	5/11/11	5/11/11	Approved	COLLEGE DEAN CHARLES BRADY
			Approved	UNDERGRADUATE COURSE & CURRICULUM COMMITTEE CHAIR (for undergraduate courses)
5-11-11	9-6-11	9-6-11	Approved	GRADUATE COUNCIL CHAIR (for graduate courses)
			Approved	FACULTY GOVERNANCE SECRETARY (noting Faculty Council approval on Consent Calendar)
				FACULTY EXECUTIVE COMMITTEE (if decision is appealed)



**LONG FORM
COURSE AND CURRICULUM PROPOSAL**

University of North Carolina at Charlotte

New Graduate

Course and Curriculum Proposal from Department of Communication Studies

TITLE: NEW COURSE FOR MA PROGRAM

SUMMARY:

The Department of Communication Studies proposes to add a new course, COMM 6410 (Professional Communication Studies Internship) to the list of courses for the MA curriculum.

PROPOSED CHANGES TO CATALOG COPY

(Addition)

Courses in Communication Studies

COMM 6410. Professional Communication Studies Internship. (3 or 6). Prerequisites: Enrollment in MA program. Students work 10 hours per week for 3 credit hours, or 20 hours per week for 6 credit hours in an approved placement. With permission of the Graduate Program Coordinator, the course may be repeated for credit in the same or a different internship placement. Graded on a Pass/No Credit basis. Does not count toward the required 30 credit hours of graduate work for the MA or certificate degree. (Fall, Spring, Summer)

JUSTIFICATION

Our graduate program includes a significant number of students who intend for the MA degree in Communication Studies to contribute not only to their intellectual growth but to their professional development as well. As the reputation of our program continues to strengthen, a growing number of students come to us directly from undergraduate programs. Many of these full-time graduate students did not acquire degree-related job experience. Some of these students

wish to acquire such experience through one or more internships, but currently there is no formal mechanism available to these students to do so. A formalized internship with associated course credit is necessary for most students who seek internship experience. As employment law surrounding internships continues to evolve, organizations increasingly will not hire interns unless they are receiving course credit.

There are no prerequisites for this course other than the student's enrollment in the MA program in Communication Studies.

This is a 6000-level course intended for MA students. The course number (6410) is consistent with the course number for the undergraduate internship course (4410).

IMPACT

This course will be offered to all graduate students, beginning with the class entering Fall 2011. It will not affect other graduate elective courses, as students will not be able to use credits from this course to fulfill their required 30 hours of coursework. We anticipate that 1-2 students per year will enroll in this course.

No other catalog copy changes will be affected by this change.

RESOURCES REQUIRED TO SUPPORT PROPOSAL

No new resources will be required to add this course. The Graduate Program Coordinator will be the instructor of record for the course. She will work closely with the Internship Coordinator for COMM 4410 to coordinate this program.

No additional physical facility, equipment or supplies, computer usage, audio-visual, or other resources will be required.

LIBRARY CONSULTATION

Form attached

FOR CONSULTATION WITH OTHER DEPARTMENTS:

1. Does the proposed change affect other departments?
 Yes No
2. If Yes, please list the other departments affected by the proposed change:
3. Have you consulted with each department listed in question 2 regarding the proposed change?
 N/A

4. Result(s) of Consultation(s):
N/A

ATTACHMENTS

Course syllabus attached

COMM 6410. PROFESSIONAL COMMUNICATION STUDIES INTERNSHIP.

Course Description

(3 or 6 credit hours, Pass/Fail). Students work 10 hours per week for 3 credit hours, or 20 hours per week for 6 credit hours in an approved placement. With permission of the Graduate Program Coordinator, the course may be repeated for credit in the same or a different internship placement. Graded on a Pass/No Credit basis. Does not count toward the required 30 credit hours of graduate work for the MA or certificate degree. (Fall, Spring, Summer)

Prerequisites: Enrollment in MA program.

Course Objectives

Internships are opportunities for graduate students to gain hands-on experience in professional-level positions in communication-related fields. This course will allow students to sample various career options to find out how they might best fit in a professional environment. Students earn valuable experience as they apply the skills, theories, and concepts learned in their coursework to real world environments. The objectives of this program are to:

- Provide a formal mechanism to enable graduate students to acquire degree-related professional experience;
- Enhance the ability of graduate students who do not desire careers in higher education to get desirable jobs after completing their graduate degree with us;
- Strengthen and grow our graduate students' relationships with practitioners in the community;
- Provide potential employment opportunities and/or contacts. Contacts made through the internship can be invaluable sources of information for securing future employment.

Instructional Method

This course will employ an Independent Study instructional method, in which students will—in coordination with the Graduate Program Coordinator and in consultation with the Internship Coordinator—choose an appropriate internship site, obtain the site placement (including completing appropriate departmental paperwork), report to the internship site as assigned, and report back to the Graduate Program Coordinator and the Internship Coordinator at regular intervals throughout the semester. In addition, the site supervisor will provide the Graduate Program Coordinator with performance data on a regular basis throughout the semester.

Means of Student Evaluation

This course will be evaluated on a Pass/Fail basis. The determination of the course grade will be made by the Graduate Program Coordinator, in consultation with the site supervisor, based on the site supervisor's performance evaluation and the student's regular reporting. Evaluation will be based on the following rubric:

Work portfolio:	25%
Student interview and final paper:	25%
Site supervisor evaluation:	50%

Assignments

Because students do receive academic credit for internships, there are assignments to be completed and timelines to be observed. The timetable of an internship corresponds with the semester timetable of UNCC.

Interviews with Graduate Program Coordinator, Evaluation Forms:

Twice a semester each internship student must meet with the Graduate Program Coordinator to review activities and to describe feelings, reactions, questions, observations, and judgments concerning the internship. The first meeting is the early interview and the second meeting is the final exit interview. For each interview, the student will prepare a self-evaluation form (attached) to turn into the Graduate Program Coordinator. In addition, it is the student's responsibility to have his/her site supervisor fill out a confidential evaluation form prior to each interview.

Written Summary of Experience

A 2-5 page final report summarizing each intern's experience is to be turned in at the time of the final interview with the Graduate Program Coordinator. The paper should address:

1. What projects, tasks, and assignments were given to you?
2. What communication theories, concepts, skills, etc., did you use in this internship? How?

Portfolio of Work Accomplished

At the time of the final interview with the Graduate Program Coordinator, the student will turn in a portfolio which contains examples of work assigned and completed during the internship. The portfolio could include articles written or edited; correspondence written or edited; press releases written or edited; scripts written or edited; descriptions of interviewing assignments conducted; descriptions of research assignments conducted.

All internships are graded on a pass/fail basis. Issues that affect a passing grade include: tardiness, absences without advance notice and approval, failing evaluations by site supervisor, etc.

University Policies

Grading Policy: Pass/Fail

Textbook/Resources:

N/A

TOPICAL OUTLINE OF COURSE CONTENT:

N/A

**UNIVERSITY OF NORTH CAROLINA, CHARLOTTE
DEPARTMENT OF COMMUNICATION STUDIES
INTERNSHIP PROGRAM**

Early Evaluation: Site Supervisor Feedback

Student Name: _____ Telephone #: _____

Internship Site: _____

Site Supervisor: _____ Telephone #: _____

Please circle the number on the scale which best describes the intern's performance.

PERSONAL QUALITIES

Appearance	Neat				Unsuitable
	1	2	3	4	5
Maturity	Poised/Confident				Awkward/Timid
	1	2	3	4	5
Attitude	Enthusiastic				Uninterested
	1	2	3	4	5
Cooperation	Congenial				Uncooperative
	1	2	3	4	5
Interpersonal Relations	Works well with others				Difficulty working with others
	1	2	3	4	5

WORK HABITS

Organization	Organized				Disorganized
	1	2	3	4	5
Ability to Learn	Learns quickly				Slow to Learn
	1	2	3	4	5
Initiative	Able to work independently				Needs monitoring
	1	2	3	4	5
Judgment	Excellent				Poor
	1	2	3	4	5

Responsibility Dependable	1	2	3	4	Neglectful 5
Attendance	Regular 1	2	3	4	Irregular 5
Punctuality	On time 1	2	3	4	Tardy 5

WORK EXPERIENCE

Quantity of Work	High output 1	2	3	4	Low output 5
Quality of Work	Excellent 1	2	3	4	Poor 5

1. What do you consider to be the outstanding personal qualities/strengths of the intern?

2. What do you consider to be the weaknesses of the intern?

3. How can the student work to improve these areas?

4. Have there been any problems? Please explain the problems and if/how they have been resolved. Feel free to attach a separate sheet if necessary.

**UNIVERSITY OF NORTH CAROLINA, CHARLOTTE
DEPARTMENT OF COMMUNICATION STUDIES
INTERNSHIP PROGRAM**

Early Evaluation: Student Feedback

Student Name: _____ Telephone #: _____

Internship Site: _____

Site Supervisor: _____ Telephone #: _____

Please circle the number on the scale which best indicates your response to each item.

	<u>Strongly Agree</u>		<u>Neither Agree Nor Disagree</u>		<u>Strongly Disagree</u>
I like my internship	1	2	3	4	5
I am able to relate my Internship to my Communication courses	1	2	3	4	5
My internship is meeting my expectations	1	2	3	4	5
I feel that I am fulfilling the requirements of my internship	1	2	3	4	5
My site supervisor is actively involved in my internship	1	2	3	4	5
Punctuality is stressed by my site supervisor	1	2	3	4	5
I am learning a great deal from my internship work	1	2	3	4	5
I feel my internship is rewarding	1	2	3	4	5

1. If you were to repeat this internship, what changes would you suggest?

2. Do you think you are meeting the objectives established for the internship?

3. Are there additional work activities/projects at the internship in which you would like to get involved?

**UNIVERSITY OF NORTH CAROLINA, CHARLOTTE
DEPARTMENT OF COMMUNICATION STUDIES
INTERNSHIP PROGRAM**

Final Evaluation: Site Supervisor Feedback

Student Name: _____ Telephone #: _____

Internship Site: _____

Site Supervisor: _____ Telephone #: _____

Please circle the number on the scale which best describes the intern's performance.

PERSONAL QUALITIES

Appearance	Neat	1	2	3	Unsuitable	4	5
Maturity	Poised/Confident	1	2	3	Awkward/Timid	4	5
Attitude	Enthusiastic	1	2	3	Uninterested	4	5
Cooperation	Congenial	1	2	3	Uncooperative	4	5
Interpersonal Relations	Works well with others	1	2	3	Difficulty working with others	4	5

WORK HABITS

Organization	Organized	1	2	3	Disorganized	4	5
Ability to Learn	Learns quickly	1	2	3	Slow to Learn	4	5
Initiative	Able to work independently	1	2	3	Needs monitoring	4	5

Judgment	Excellent				Poor	
	1	2	3	4	5	
Responsibility	Dependable				Neglectful	
	1	2	3	4	5	
Attendance	Regular				Irregular	
	1	2	3	4	5	
Punctuality	On time				Tardy	
	1	2	3	4	5	

WORK EXPERIENCE

Quantity of Work	High output				Low output	
	1	2	3	4	5	
Quality of Work	Excellent				Poor	
	1	2	3	4	5	

1. What do you consider to be the outstanding characteristics of the intern?

2. What do you consider to be the weaknesses of the intern?

3. How can the student work to improve these areas?

4. Have there been any problems encountered since midterm? Please explain the problems and if/how they have been resolved.

5. Do you have any general suggestions for this intern?

6. Do you have any general comments regarding the UNC Charlotte Communication Internship Program?

Given your ratings and responses provided above, please assign the student a grade for his/her overall performance for the internship. Please circle one grade.

PASS

FAIL

**UNIVERSITY OF NORTH CAROLINA, CHARLOTTE
DEPARTMENT OF COMMUNICATION STUDIES
INTERNSHIP PROGRAM**

Final Evaluation: Student Feedback

Student Name: _____ Telephone #: _____

Internship Site: _____

Site Supervisor: _____ Telephone #: _____

Please circle the number on the scale which best indicates your response to each item.

	<u>Strongly Agree</u>		<u>Neither Agree Nor Disagree</u>		<u>Strongly Disagree</u>
I enjoyed my internship	1	2	3	4	5
I was able to relate my Internship to my Communication courses	1	2	3	4	5
My internship met my expectations	1	2	3	4	5
I fulfilled the requirements of my internship	1	2	3	4	5
My site supervisor was actively involved in my internship	1	2	3	4	5
I learned a great deal from my internship work	1	2	3	4	5
My internship was rewarding	1	2	3	4	5

1. Did your site supervisor provide any advice for future internships or employment?

2. How could you have improved your performance in your internship?

34. What recommendations do you have for the Department of Communication Studies Internship Program?



LNC CHARLOTTE
J. Murrey Atkins Library

Consultation on Library Holdings

To: Stephanie Otis

From: Christina Davis

Date: 2-22-10

Subject: New Course for Communication Studies MA Program

Summary of Librarian's Evaluation of Holdings:

Evaluator: Stephanie Otis Date: 3/15/11

Please Check One:

- Holdings are superior
- Holdings are adequate
- Holdings are adequate only if Dept. purchases additional items.
- Holdings are inadequate

Comments:

please see attached

Stephanie Otis

Evaluator's Signature

3/15/2011

Date

Professional Communication Studies Internship (COMM 6410)

Since this is an independent study/internship course, it will not require significant support from library resources. However, a few representative searches show where library holdings do correspond to the topics of this course. For specific types of placements or communication topics, the instructor may want to work with the library to increase book holdings. With the library's new collection development approach, departments are in a strong position to build book collections where necessary to support new courses.

In addition to book holdings, the library's serial subscriptions and electronic databases offer hundreds of periodical titles in all areas of communication studies.

The library collection is further supported by a reference librarian with experience in social science and humanities research. The librarian offers classes in research methods to students at both the undergraduate and graduate levels. Upon request from a faculty member, the librarian will create a class web site customized for her/his students and their research projects.



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In addition to book holdings, the library's serial subscriptions and electronic databases offer hundreds of periodical titles in all areas of communication studies.

The library collection is further supported by a reference librarian with experience in social science and humanities research. The librarian offers classes in research methods to students at both the undergraduate and graduate levels. Upon request from a faculty member, the librarian will create a class web site customized for her/his students and their research projects.