



The mission of Concord University is to provide quality, liberal arts based education, to foster scholarly and creative activities and to serve the regional community (<http://www.concord.edu/academics/>).

Professor: Dr. Cory Williams **Office #:** (304) 384-6041
E-mail: cwilliams@concord.edu **Office:** Fine Arts M002
Office Hours: MWF 11-11:50; M 1:00-1:50; T 10-10:50; By appointment

Course Title: COMM 450 Communication Capstone Experience
Course CRN #, Section, Credit Hrs: CRN 20288, Sect. 1, 3 hours
Semester Taught (including year): Spring 2019
Room Number: M002
Course Time: By Appointment
Course Management System: None
Hardware/Software Needed: None
Prerequisites: Jr. or Sr. Standing

Text requirements: None

Course Description/Rationale: This capstone experience completed in the community or a communication organization is intended to help students gain experience towards achieving the plans they have upon graduation. There are three tracks for the Capstone Course:

Graduate School: Students intending to go on to graduate programs will create an undergraduate research thesis or another relevant artistic project of sufficient scope that pertains to an issue within their field. They will select a director from the communication faculty who will guide the development of the project. Upon completion of the thesis/production students will present a summary of the research before the gathered communication faculty and/or a larger audience.

Internship: Students intending to go directly into the workforce will find an in-field internship with an employer in a communication discipline in order to gain relevant hands-on experience, enhance their résumé as they seek opportunities for employment.

Community project: Students who currently hold jobs in-field or have already lined up employment immediately after graduation will develop a community project in conjunction with the internship director and another member of the communication faculty. This project will help demonstrate skills gained from their education. Students will submit a prospectus to gain permission for the project and then present the project or a summary of it before the gathered communication faculty.

Learning Goals

The main objectives of the course include:

- Demonstrating the knowledge obtained in the Communication Program through success in conducting a service project, internship, or academic thesis/project

- Demonstrating effective work habits through evaluated interactions with an employer or with collaborative efforts with faculty members and students.

Concord University Educational Goal(s)

1.6/1.7 SKILLS: Proficiency in interpreting data, integrating information, formulating ideas, thinking critically, and communicating with others as demonstrated by the following competencies.

- An ability to apply and to transfer academic and experiential learning appropriately from one context to another.
- An ability to learn and work effectively both independently and collaboratively

Course Requirements:

Originating Form Submissions	200
Portfolio/Project	400
Internship Supervisor Eval/Project	<u>400</u>
	1000

Original Form Submissions:

For an internship, the following work must be completed prior to beginning an internship:

- 1) Signed student internship contract
- 2) Your statement of purpose: a 2-3 page document describing background information on your host organization; why you chose the organization; the types of skills you have learned about in your classes at Concord that you will enhance in the internship; and what you hope to gain while working for the organization and with your specific supervisor.
- 3) Signed internship host contract

For a project or thesis, the following work must be completed prior to beginning the project or thesis: 1) A 2-3 page prospectus of what the project/thesis will cover, how it applies the skills used from the Communication Program, and what you hope to gain while working on the project/thesis. 2) A cover sheet with the signature of the advisor/project supervisor.

Portfolio/Project:

For an internship, you will be expected to complete a portfolio once the internship has been completed. This will be a three-ring binder including a table of contents, your résumé, a list of references, letters of recommendation from your supervisor and/or others you worked with during your internship, examples of your work, and a journal chronicling the tasks you completed on a daily basis. These tasks should total 200 hours of internship experience (i.e., 5 weeks, full-time @ 8 hours/day).

For a project or thesis, the expectation will be for the student to prepare and present a written thesis or a community project that has been prepared in conjunction with the supervisor/advisor. The project should be of sufficient scope that it requires one semester's worth of work to accomplish. The Communication Faculty (and ideally the broader community) must be invited to attend whatever presentation is prepared for the thesis/project. The committee will evaluate the project/thesis for a total of 800 points.

Internship Eval/Project:

For an internship, your host supervisor must complete and return the Evaluation Form and a grade will be assigned based on this evaluation.

For a project or thesis, see the above section on Portfolio/Project

Work submission:

All typed submissions should be double spaced in 12 pt. Times New Roman font with one-inch page margins unless otherwise specified.

Class Attendance Policy: Students are expected to keep the schedule of their internship host to achieve the 200 hours or to meet regularly with their advisor in order to complete their project or thesis. No formal attendance policy is needed beyond the self-discipline to complete the hours/project.

Grade Scale:

100-90	A
89.9-80	B
79.9-70	C
69.9-60	D
Below 59.9	F

Accessibility/Accommodations: Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty: Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code: A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Emergency Alert System: In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information: Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy: As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley Inclement Weather Schedules.) **Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct: While participating in an internship, students are still beholden to the rules for student behavior found in the Student Handbook and other guiding policies of Concord University. Similarly, any behavior within the internship host site that violates legal and ethical principles should be brought to the attention of the instructor or the authorities of Concord University.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-3845290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304384-5357). As an

employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault

Technology Services: Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Course Schedule: Planned in coordination with the Internship Director or Project/Thesis Director

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."