

# Common Course Outline

MCOM 271-273

Internship: Communication and Media Studies

1-3 Credits

## Community College of Baltimore County

### Description

**MCOM 271-273 – Internship in Communication and Media Studies** is a structured practical work experience for the advanced student in the Communication and Media Studies area of concentration. This includes work experiences in business, industry, educational institutions, social services organizations, or other agencies involved in an appropriate communication and media activity. Supervision by an appropriate faculty advisor during the internship, establishment of learning objectives, and a journal documenting the completion of the learning objectives are required. Students complete 3-18 laboratory hours per week based on the number of credits and semester length.

### **1- 3 Credits**

**Prerequisites:** Nine credits in the area of concentration, Communication and Media Studies, and/or permission of program coordinator.

### Overall Course Objectives

Upon completion of this course students will be able to

1. participate in the employment search process;
2. apply appropriate workplace behaviors in a professional setting;
3. demonstrate knowledge and skill appropriate to job assignment related to program of study and career goals;
4. demonstrate evidence of increased content knowledge gained through practical experience related to program of study and career goals;
5. evaluate the experience in terms of their personal, education and career needs; and
6. prepare a resume that includes the experience and skills acquired during the internship.

### Major Topics

- I. Development of employment skills
  - A. Verbal and non-verbal communication skills
  - B. Workplace professionalism
  - C. Ethical and professional behavior
  - D. Time management and organizational skills
  - E. Applied industry knowledge
- II. Cooperative learning environment
  - A. Organizational responsibilities

- B. Applied industry knowledge
- III. Collaboration in employment settings
  - A. Coordination with program director
  - B. Coordination with workplace supervisor
  - C. Collaboration with co-workers
- IV. Documenting the employment experience
  - A. Faculty supervisor's on-site visit
  - B. Internship portfolio
    - i. Written log
    - ii. Project submission for the student newspaper *The Connection* and/or comprehensive paper explaining internship.
    - iii. Professional resume and cover letter

### **Course Requirements**

Course requirements will be determined by the faculty advisor, but will include at minimum:

### **Grading/exams**

- Internship objectives planned with faculty advisor
- Portfolio of work completed
  - Written journal
  - *The Connection* submission or comprehensive paper explaining internship
  - Professional resume
  - Cover letter

Written Assignments: Students are required to use appropriate academic resources

Date revised: 03/01/2019