****

**COMM 4800: COMM Internship**

**Fall 2025**

**Dr. Lori Byers**

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Office hours: By appointment

**Internship Goals:**

Upon completion of the internship, students should be able to:

1. Understand the role of effective communication in organizational success.
2. Articulate the role of organizational culture in employee satisfaction.
3. Recognize the importance of and practice of digital literacy across organizational digital communication contexts and tools.
4. Explain thoroughly communication concepts related to organizational contexts.
5. Refine one’s professional and career goals through critical analysis and reflection of one’s internship experience.
6. Recite and explain theories learned in previous courses relevant to one’s organizational experience.
7. Recognize and practice ethical and responsible corporate citizenry.
8. Understand and demonstrate best practices in organizational communication and processes.

**Internship assignments:**

Midterm Internship Analysis (100 points)

This project provides the opportunity to analyze the role of effective and ineffective communication in your organization and in your orle in your organization.

Final Project (200 points)

The final project in this course should be something you are able to add to your professional portfolio and reflect your own academic professional interests. You may create a detailed communication plan for your organization, conduct oral histories to document and analyze employee experiences within your organization, create a case study that analyzes an issue in the organization that applies theories and concepts you’ve learned throughout your other college coursework, or you may pursue a project that reflects your creativity that illustrates what you’ve learned.

1. You will submit a brief proposal that outlines your plan for the project and explain how this project will enrich your understanding of social media and course concepts.
2. You may not turn in a project that you’ve submitted in another course.

Supervisor Evaluation (100 points)

Your supervisor will also complete an evaluation to assess your internship performance throughout the semester.

Please feel free to reach out to me. A Zoom meeting might be helpful – I am always willing to share ideas and provide clarification.

**Course Grading:**

## Grading Distribution:

* A: 90-100% (Outstanding, excellent work. The student performs well above the minimum criteria.)
* B: 80-89% (Good, impressive work. The student performs above the minimum criteria.)
* C: 70-79% (Solid, college-level work. The student meets the criteria of the assignment.)
* D: 60-69% (Below average work. The student fails to meet the minimum criteria.)
* F: 59 and below (Sub-par work. The student fails to complete the assignment.)

                                    A          =           360 – 400 points

 B          =           320 – 359 points

                                    C          =           280 – 319 points

                                    D        =         240 – 279 points

                                    F          =           0 – 239 points

**Policy Statements**

**Course Accessibility**

The University of North Texas makes reasonable accommodation for students with disabilities. Students needing reasonable academic accommodations must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the student will request their letter of accommodation. ODA will provide faculty with a reasonable accommodation letter via email to begin a private discussion regarding a student’s specific needs in a course. Students may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation.

Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class.

Students should arrange to meet with faculty regarding their accommodations during office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website.

**Academic Support:**

1. I am here for you. I actively advocate for your success in this course. Make an appointment with me, e-mail me, visit during office hours, or make an appointment online or in person. I want to help resolve issues & questions.
2. Take advantage of the writing lab – you’ve already paid for this service. This is great place to talk about ideas, improve the organization of your paper, or work on your writing skills. Check the Writing Center website for more information about hours, request an appointment, or find out how to receive feedback on your writing online. You can also contact them at 940-565-2563, e-mail: WritingLab@unt.edu, visit them in Sage Hall 150 to set up an appointment, or go during walk-In hours at Willis 250.
3. UNT offers SO many resources for you to succeed. Please become familiar with the many services available to you (especially the Counseling Center and the Learning Center).

**Basic Needs Security**

Any student who faces challenges securing their food or housing and believes this may affect their academic performance is urged to contact the Dean of Students for support (940-565-2648). UNT has both a Food Pantry and a “Seeking Options & Solutions” (SOS) team who work to help students navigate diverse concerns, including identifying resources for personal, academic, financial, and social issues.

**Academic Integrity Standards and Consequences**

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Violations of this policy may result in failure of the assignment and even failure of the course.

**Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.

**Discussing issues related to Diversity, Equity, & Inclusion in Texas**

Texas Senate Bill 17, the recent law that outlaws diversity, equity, and inclusion programs at public colleges and universities in Texas, *does not in any way affect content, instruction or discussion in a course at public colleges and universities in Texas*. Expectations and academic freedom for teaching and class discussion have not been altered post-SB 17, and *students should not feel the need to censor their speech pertaining to topics including race and racism, structural inequality, LGBTQ+ issues, or diversity, equity, and inclusion.*

**A.I. Clause (as part of larger Academic Integrity policy)**

The goal of higher education is to become better thinkers and better writers. Both skills require development and practice and prove essential to professional success. Intellectual honesty is vital to an academic community and for my fair evaluation of your work.  All work submitted in this course must be your own. Contributions from anyone or anything else- including AI sources, **must be properly quoted and cited every time they are used** (including any AI generated material).

Failure to do so constitutes an academic integrity violation, and I will follow UNT’s policy in those instances. AI tools such as ChatGPT, QuillBot, Grammarly, etc. have their place in helping to make our lives easier and advancing learning; these tools can also hurt your capacity to engage in critical thinking and developing other skills fundamental to your professional and personal success. **Talk with me before using any of these tools for this class to ensure that we remain in agreement as to how they will affect your work to avoid failure of assignments or failure of the course.**