



**CAMOSUN COLLEGE**  
**Co-operative Education**  
**Applied Communication Program**  
**COMM 101, Internship 1**  
**Spring 2005**

**COURSE OUTLINE**

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The Approved Course Description is available on the web @ [www.camosun.bc.ca](http://www.camosun.bc.ca)

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records.

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**1. Instructor Information**

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| (a) Instructor   | <b>Donna Carswell</b>                      |
| (b) Office hours | <b>By appointment or drop-in</b>           |
| (c) Location     | <b>Fisher 128</b>                          |
| (d) Phone        | <b>370-3905</b> Alternate: <b>370-3425</b> |
| (e) E-mail       | <b>carswell@camosun.bc.ca</b>              |
| (f) Website      | <b>www.camosun.bc.ca/internship*</b>       |

**2. Intended Learning Outcomes**

*Internships are an educational model that promotes continuous learning through the integration of classroom and applied work-based learning. Through internships employers and educators share the responsibility to prepare students for the rapidly changing social, economic and technological environment of the modern workplace. Applied Communication Internships are learner-centered, where students direct their own learning and make a valuable contribution to the workplace, while guided and supported by both their internship employer and Camosun College.*

*Through the internship, learners will be able to:*

- *transfer to a practical setting the skills, knowledge and abilities learned in the classroom,*
- *set and pursue specific, measurable goals for personal and professional growth within the context of their career field,*
- *demonstrate components of effective workplace communication,*
- *demonstrate appropriate professional behaviors in the workplace,*
- *acquire relevant work experience to enhance their competitive position when applying for work,*
- *maximize personal and professional contributions toward the development of new skills and knowledge in their career field,*
- *build and maintain a network of colleagues, supervisors and associated contacts in their career field to assist in their personal and professional growth,*
- *expand their understanding and application of current industry practices, issues, technologies and skills developed in the workplace, and*
- *articulate their personal growth between classroom, workplace and community.*

## COURSE OUTLINE - Continued

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### 3. Required Materials

*Internship Student Handbook\**  
*Internship Personal Learning Portfolio\**  
*Internship Seminar Student Workbook\**

**\*To be developed**

### 4. Course Content and Schedule

<i>Work Term Learning Plan due</i>	<i>Tuesday, May 24, 2005 (or three weeks after start date)</i>
<i>Mid-term Reflections on Learning</i>	<i>bring to on-site visit</i>
<i>On-site visit</i>	<i>June, July 2005</i>
<i>Learning Portfolio due</i>	<i>Friday, September 9, 2005</i>
<i>Completed Employer Performance Assessment due</i>	<i>Friday, September 9, 2005</i>
<i>Completed Student Assessment of Learning due</i>	<i>Friday, September 9, 2005</i>

### 5. Basis of Student Assessment (Weighting)

To receive a **'Completed with Distinction'** (DST) grade for the internship, students must meet all of the following criteria:

- a. *Submit all required Internship documentation by the established deadlines. This includes the following:*
  - *Work Term Learning Plan*
  - *Employer Performance Assessment*
  - *Student Assessment of Learning*
  - *Internship Learning Portfolio*
- b. *Receive an outstanding overall evaluation on the Employer Performance Assessment.*
- c. *Receive an outstanding evaluation of the Internship Learning Portfolio.*

To receive a **"Satisfactory"** (S) grade for the internship, students must meet all of the following criteria:

- a. *Submit all required Internship documentation. This includes the following:*
  - *Work Term Learning Plan*
  - *Employer Performance Assessment*
  - *Student Assessment of Learning*
  - *Internship Learning Portfolio*
- b. *Receive a Satisfactory or better overall evaluation on the Employer Performance Assessment.*
- c. *Receive a Satisfactory or better evaluation of the Internship Learning Portfolio.*

## COURSE OUTLINE - Continued

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### 6. Grading System

*DST* Complete with Distinction.

*S* Satisfactory acquisition of defined skills.

*U* Unsatisfactory acquisition of defined skills.

### 7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

#### LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Registrar's Office or the College web site at <http://www.camosun.bc.ca>

#### ACADEMIC CONDUCT POLICY

There is an Academic Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.

[www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html](http://www.camosun.bc.ca/divisions/pres/policy/2-education/2-5.html)