

SCHOOL OF PROFESSIONAL COMMUNICATION

3RD FLOOR, ROGERS COMMUNICATIONS CENTRE
PROCOM.RYERSON.CA

CMN 376 PROCOM INTERNSHIP

1.0 Course Description

In the internship Professional Communication students have the opportunity to gain insight into professional practice. The internship will be 240 to 320 hours and scheduled in May and June between second and fourth year. The internship is optional with admission at the discretion of the internship committee. Students will be required to write a series of weekly journals and a final reflective internship report. Minimum GPA of 3.0 (B) required for consideration. **Lab: 3 hrs.**

2.0 Course Objectives/Learning Outcomes

- Contribute to professional communication activities in their sponsored organization
- Gain insights into corporate culture and operations
- Develop a greater understanding of career options while more clearly defining personal career goals
- Strengthen knowledge and increase competencies in the area of professional communication
- Produce written, oral, visual or media content on behalf of the sponsoring organization
- Add relevant work experience to their resume
- Gain practical experience within a communication environment
- Apply and integrate theory and practice

3.0 Teaching Method

3.1 Workshops

In this internship course, students have the opportunity to gain industry experience by working in a variety of different fields and applying prior knowledge through hands-on activities. This is a pass/fail course.

3.2 Graded Assignments

Students will provide one (1) journal submission for each week of their internship work. Each submission should be about 250 - 300 words. It should discuss activities, observations, challenges, successes, connection and divergence between practice and theory, and possible links to previous course content.

Students will write one reflective paper at the end of the term discussing and analyzing the key experiences, acquired knowledge and capabilities, and the relationship of practice and theory. A class reflective discussion will occur at the midway point of the internship.

4.0 Course Materials

Students are required to read the Undergraduate Internship Handbook and may be required to read a sponsor's handbook or other work-related material

5.0 Course Policy

5.1 Student must adhere to sponsor confidentiality and workplace policy and employee standards.

5.2 Students must adhere to university policies; see <http://www.ryerson.ca/senate/policies>. The most relevant policies are the following:

- Policy #46 Policy on Grading, Promotion, and Academic Standing ("GPA Policy")
- Policy #60 Academic Integrity
- Policy #61 Student Code of Non-Academic Conduct
- Policy #134 Undergraduate Academic Consideration and Appeals
- Policy #135 Examination Policy
- Policy #150 Accommodation of Student Religious, Aboriginal and Spiritual Observance
- Policy #157 Establishment and Use of Ryerson Student E-Mail Accounts For Official University Communication
- Policy #166 Course Management Policy

5.3 All students must provide required signed insurance letter unless an alternative form is required.

5.4 Print and Digital Copying Guidelines

Ryerson University complies with Canada's [Copyright Act](#) which protects both creators/owners and users of copyrighted materials.

Students should familiarize themselves with [Ryerson's Copyright policies and procedures](#), and contact the Copyright and Scholarly Engagement Librarian at copyrt@ryerson.ca for questions, concerns and clarification of the copyright rules.

5.5 Turnitin.com

Turnitin is a plagiarism prevention and detection service. This tool assists instructors in determining the similarity between a student's work and the work of other students who have submitted papers to the site, internet sources, and a wide range of journals and other publications. While it does not contain all possible sources, it gives instructors some assurance that students' work is their own. No decisions are made by the service; it generates an originality report which instructors use to judge whether something is plagiarized.

All assignments in this course may be subject to submission for textual similarity review to Turnitin.com. All submitted papers will be included as source documents in the Turnitin.com reference database used solely to detect plagiarism in assignments. **Students who do not want their work submitted to this plagiarism detection service must, by the end of the second week of class, consult with the instructor to make alternative arrangements.** Even if an instructor has not indicated that Turnitin will be used or a student has opted out of using Turnitin, if an instructor suspects that an assignment has been plagiarized, the instructor may submit that work in a non-identifying way to a plagiarism detection service.

5.6 Email Communication

Ryerson requires that any official or formal email communication from students be sent from their official Ryerson electronic accounts.

6.0 Ryerson's Learning Management System

Ryerson University supports Brightspace by D2L as its official Learning Management System. University Policies governing Brightspace have been documented at the [Courses @ Ryerson Privacy and Security website](#).