1.0 Course Description

Completing an internship provides students with an opportunity to gain insight into professional practice. Each 6- to 8-week internship encompasses 240 - 320 hours in May and June between third and fourth year. This optional course requires a minimum cumulative GPA of 3.0 (B), and a written submission request to be assessed by an internship admissions committee. Students will write weekly journals, submitted to the undergraduate internship coordinator, and a final reflective internship report. Internship sponsors will submit interim and final student assessments. The internship coordinator in consultation with the sponsor will assess students' success. This course is graded on a pass/fail basis. 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 #145 Course Management 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

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

By taking this course, students agree that the final reflective paper may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the terms of use agreement posted on the Turnitin.com site. 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.

Please note the following from Policy 145 Course Management Policy:

4.3.1.2 Even when an instructor has not indicated that a plagiarism detection service will be used, or when a student has opted out of the plagiarism detection service, if an instructor has reason to suspect that an individual piece of work has been plagiarized, the instructor is permitted to submit that work in a non-identifying way to any 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.