

<p>PREREQUISITES:</p>	<p>Students should complete 75 credits before taking this module. Department head approval required.</p>										
<p>CATALOG DESCRIPTION:</p>	<p>Workplace-based learning in an area of communication. On-the-job training and work experience. Exposure to, and reflection on, professional practices and challenges in a communication-related area.</p>										
<p>RATIONALE:</p>	<p>The internship is an opportunity for students to develop their understanding of an area of communication through workplace application of classroom learning, reflection on workplace experience, and observation of workplace practice. It also allows them to develop their communication skills and work habits in a workplace setting.</p>										
<p>LEARNING OUTCOMES:</p>	<ol style="list-style-type: none"> 1. Relate relevant concepts to professional practice in an area of communication based on the internship experience. 2. Reflect on workplace performance, conduct and experience to create a personal development plan. 										
<p>METHOD OF TEACHING AND LEARNING:</p>	<p>In congruence with the teaching and learning strategy of the college, the following tools are used:</p> <ul style="list-style-type: none"> ➤ 180-200-hour work-based learning internship. ➤ Office hours and scheduled meetings: students should make full use of instructor's office hours and attend any scheduled meetings to ask questions and discuss issues related to the internship. ➤ Use of a Blackboard site where the internship academic supervisor posts, notes, instructions or other educational materials relevant to the internship. ➤ Internship administrator evaluation of intern performance and demeanor. 										
<p>ASSESSMENT:</p>	<p>Summative:</p> <table border="1" data-bbox="665 1396 1404 1522"> <tr> <td>Report on personal development planning</td> <td>40%</td> <td>900-1,100 words</td> </tr> <tr> <td>Reflective Paper</td> <td>60%</td> <td>2,300-2,700 words</td> </tr> </table> <p>Formative:</p> <table border="1" data-bbox="665 1575 1404 1722"> <tr> <td>Bi-weekly summaries of entries in a diary that records the intern's daily experiences, including tasks performed and any incidents that the intern is involved in or observes.</td> <td>0</td> </tr> <tr> <td> </td> <td> </td> </tr> </table> <p>The report on personal development planning tests Learning Outcome 1. The reflective paper tests Learning Outcome 2.</p> <p>The final grade for this module will be determined by averaging all summative (major) assessment grades, based on the predetermined weights for each assessment. If the average grade is 40 or above,</p>	Report on personal development planning	40%	900-1,100 words	Reflective Paper	60%	2,300-2,700 words	Bi-weekly summaries of entries in a diary that records the intern's daily experiences, including tasks performed and any incidents that the intern is involved in or observes.	0		
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	students pass the module. Students do not resit assessments in non-validated modules.
INDICATIVE READING:	<p>REQUIRED READING:</p> <p>Cottrell, Stella. <i>Skills for Success: Personal Development and Employability</i>. Palgrave-MacMillan, UK, 2015.</p> <p>RECOMMENDED READING:</p> <p>Guidelines on writing a reflective essay. As suggested by the academic supervisor.</p>
INDICATIVE MATERIAL: (e.g. audiovisual, digital material, etc.)	<p>REQUIRED MATERIAL: N/A</p> <p>RECOMMENDED MATERIAL: N/A</p>
COMMUNICATION REQUIREMENTS:	Use of proper English, both oral and written. Other language requirements as stipulated by the internship provider.
SOFTWARE REQUIREMENTS:	Blackboard MS Office
WWW RESOURCES:	Website and social media pages of internship provider, as relevant.
INDICATIVE CONTENT:	Learning in the context of assigned internship tasks and responsibilities.