

**Course outline
Summer 2016
Science Communication Internship Report**

Course information	
Course number:	COMM 3501.01
Course dates:	May 9 – August 16, 2016
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Office hours:	By appointment through phone or e-mail
Prerequisite:	COMM 3022

Introduction and Deadline

As part of COMM 3501 Internship, Science Communication students are required to prepare a reflective report. This reflective report is a key component of your final internship grade. The report is due by end of day, **Sunday, August 7th, 2016**. You will post your completed assignment using the course Moodle site. Late reports will not be accepted unless permission has been given by the Faculty Advisor in advance of the due date. If you do not submit a report or submit a report late, you will be given a failing grade for the internship.

You will participate in a live Collaborate seminar in early June to discuss your work term and the expectations for the reflective report.

Purpose

Now that you have nearly completed your internship and have had a chance to learn and grow in school and in the workplace, it is time to reflect upon these experiences. This report gives you the opportunity to think about your personal growth; both as a student and a professional science communicator.

Using concrete examples to explain and support your way of thinking, you will look at your internship experience and indicate what the overall experience has meant to you. What have you learned about science communication? What have you learned about yourself? How has the experience influenced your career goals? How has the experience informed your academic study and ability to think strategically?

Reflect on Learning Outcomes

This will be a personal paper based on your individual learning throughout your academic program. As a starting point, you might think about your experience within the context of the learning objectives that you established for the internship. Listed below are the general outcomes for the internship program that will help to prompt your reflective process.

Academic Outcomes	Professional Outcomes	Personal Outcomes
You will reflect upon: <ul style="list-style-type: none"> • your ability to integrate classroom theory with workplace practice • a greater clarity about your academic goals • your academic motivation • your understanding of strategic initiatives and thinking 	You will describe: <ul style="list-style-type: none"> • possible clarity about your career goals • understanding of workplace culture • the skills and competencies you have acquired in your internship 	You will explain: <ul style="list-style-type: none"> • the development of your confidence and maturity • the progression of your strengths and weaknesses • the refinement / development of interpersonal skills • greater clarity about lifelong learning

Instructions and Evaluation

- Keep a folder handy as you may require samples of background information or materials you produced as appendices for the report.
- Begin writing early and make it an on-going part of your daily work.
- A COMM 3501 Moodle course will be developed. You will post your completed internship report on Moodle by end of day on **Sunday, August 7th, 2016**.
- This paper is a capstone writing assignment and should demonstrate your ability to write persuasively and succinctly, as a senior science communication student.
- Internship Reports are given grades of 'Pass', 'Fail', or 'Re-submit' (returned for revisions).
 - The Communications Studies Department expects an English language competence in grammar, spelling, punctuation, syntax, semantics and organization. The responsibility to achieve that standard lies with the student. Should you not meet this standard, you will be given a grade of 'Re-submit'.
 - A 're-submit' indicates a report which does not meet the stated objectives but could receive a passing grade if revised. Any report returned for revisions must be re-submitted within 7 days after receiving feedback from your Faculty Advisor. You will have only one chance to re-write a work term report. Failure to revise the report to a satisfactory level will result in a failing grade for the internship.
 - The report will be returned for revisions or after a re-submit, failed, if:
 - It is poorly organized
 - It is not well written (it has grammar, spelling, punctuation errors)
 - It is simply descriptive and lacks analysis
 - It does not indicate a level of reflection expected of a senior student



You will participate in a Live Collaborate workshop to discuss the objectives for the reflective report on or before **June 15th**. You will receive further guidelines for completion of the report at that time.

Evaluation and deadlines

All assignments must be submitted. We will adhere to the assignment deadlines unless there are extraordinary circumstances. Late assignments will lose 20% per day starting on the day that they are late. If you believe you will be unable to meet a deadline, discuss it with me *in advance*. It may be possible for us to make alternate arrangements if I am satisfied that your difficulty is a valid one. **Without successfully completing all of the assigned exercises, you will not earn a pass for COMM3501.**

Writing competence

Correct use of language is one of the criteria included in the evaluation of all written assignments. Basic writing competency is required to pass this course. The obligation to meet the minimal standard lies with the student. If a faculty member determines that a student's basic writing competency falls below the minimum standard for the course, the student will fail the course.

Teaching and learning technologies

The University wishes us to use our MSVU e-mail addresses for electronic communications. Your MSVU e-mail address will be the primary means by which the faculty advisor will contact you with critical communication. Communication between students and professor may also happen in and through Moodle. **It is your responsibility to monitor both your MSVU e-mail and the course Moodle site regularly and to stay on top of all course requirements.**

Citing and referencing the work of others

Adhere to the guidelines of the American Psychological Association for preparation of academic papers. The complete APA guide is always on reserve in the library or you can refer to the précis on the Library's web site at <http://www.msvu.ca/site/media/msvu/StyleGuide.apa6.pdf>. A quick Google® search will turn up lots of other web sites that provide excellent explanations and examples of APA style.

Academic integrity

University regulations on plagiarism and cheating and other academic offences will be strictly enforced. These regulations, including applicable procedures and penalties, are detailed in the University Calendar and are posted on Department notice boards as well as on the website at www.msvu.ca on the Current Students page under Academic Offences.

Persons with disabilities

If you have a disability and require academic accommodations you must register with Disability Services as early as possible in order to receive accommodations.

www.msvu.ca/disabilityservices).

Accommodation of religious observance

Requests for accommodation of specific religious or spiritual observance must be presented in writing to the instructor within the first two weeks of class.

Policy against sexual assault

Mount Saint Vincent University has no tolerance for sexual assault. The Mount is committed to providing and maintaining a safe environment that promotes the dignity and well-being of the University community. The University has a strong tradition of social responsibility. Please review the full policy here:

<http://www.msvu.ca/en/home/aboutus/emergencyproceduresguide/sexualassault.aspx>