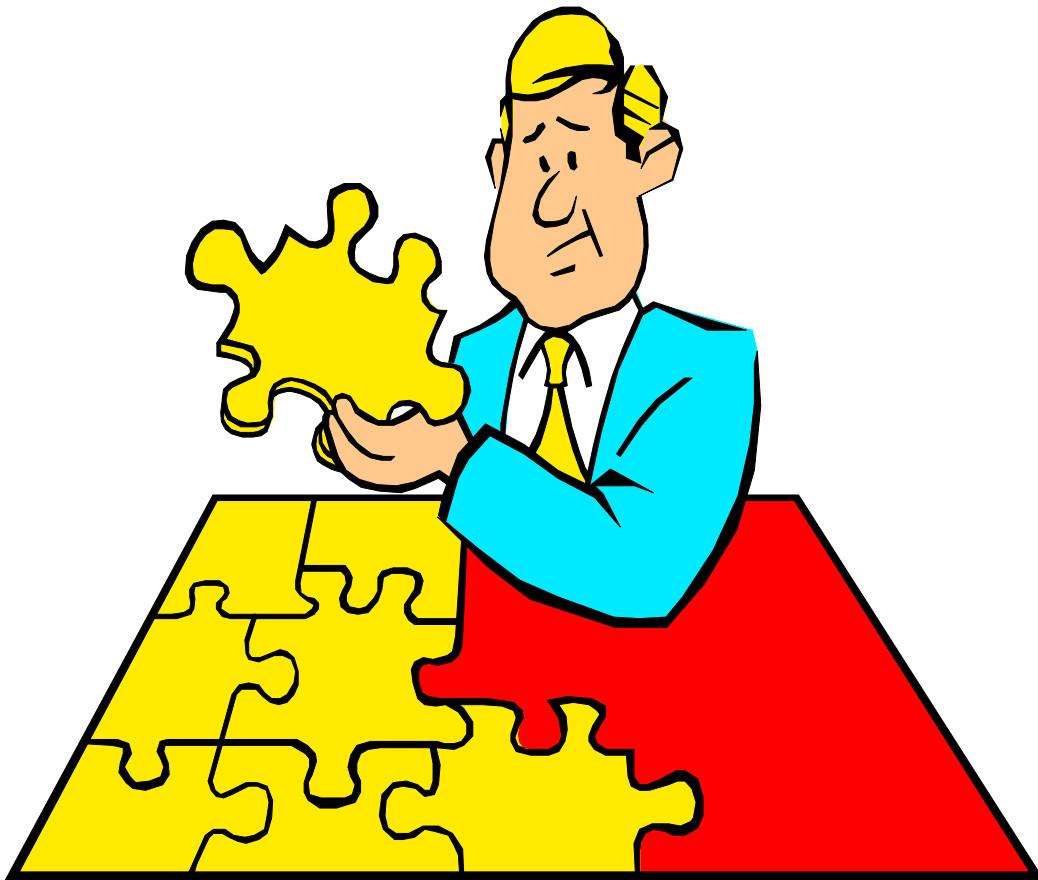


Putting your Communication Practicum together is as easy as 1-2-3!



Hawai'i Pacific University
Department of Communication
1166 Fort Street Mall, FS 210
Honolulu, HI 96813
PHONE: 808.543.8044
FAX: 808.544.0835
EMAIL: communication@hpu.edu

Step 1: Find a practicum.

The easiest way to find an internship is to look at the Communication Practicum binder in the Department of Communication office or go to the COM Practicum link, located on the Resources tab in Campus Pipeline. (You must be a COM major and logged in to Campus Pipeline to receive access to this site.) Each listing shows the name, supervisor, and description of duties for an approved practicum. Call the supervisor for an appointment and prepare for an interview!

However, if you already have an internship in mind, use the Corporate Application form and get the supervisor to fill it out. Take the form back to the Communication Office and submit it for approval by the Communication Practicum coordinator (Dr. Hart).

Polish your resume and apply for the internship just as you would for a regular job. Be sure you understand what they expect you to do. When you are accepted, have the supervisor sign the "Permit to Register" form.

Step 2: Register for the course.

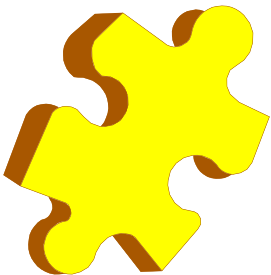
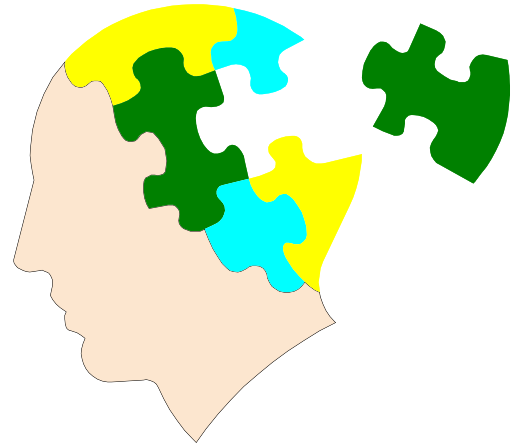
Dr. Hart and your proposed Practicum Supervisor must sign the "Permit to Register" form. If you are not a citizen of the United States, you must also obtain a Work Authorization from the International Student Services Office ***before*** you begin work.

Step 3: Complete 200 hours of work on-site.

Go to work! Fill in a "Weekly Report" of all of your activities at the practicum and turn it in every week you work. When you have completed 100 hours, fill out the "Mid-Term Student Evaluation of Internship Experience" form and ask your supervisor to fill out the "Mid-Term Evaluation of Intern" form. Both you and your supervisor must sign them. You and your supervisor should email (communication@hpu.edu). Complete the final evaluations in the same way when you finish your work. Complete your portfolio with samples of your work and you are done!

Information Kit Contents:

- Syllabus (Please read! It will answer most of your questions.)
- Permit to Register (Must be completed before you register or begin work!)
- HPU Liability Waiver (Must be signed and turned in before you begin work!)
- Mid-term Evaluation of Intern by Supervisor
- Mid-term Student Evaluation of Internship Experience
- Final Evaluation of Intern by Supervisor
- Final Student Evaluation of Internship Experience
- Sample Weekly Report Form
- Blank Weekly Report Form
- Corporate application





3950/7250-Communication Practicum

Professor John Hart

FS 214

808.544.0805 (o)/jhart@hpu.edu

Office hours: as posted or by appointment

The course allows student to apply what they have learned in the classroom to actual practice in a communication position whether it be an advertising agency, television station, publishing company, corporate communications department, or similar environment. Students may specify a specific area of interest including, but not limited to, advertising, public relations, journalism, communication studies, or multimedia. They must spend a minimum of 200 hours on-site in a professional capacity under the direction of a full-time communication professional.

STUDENT LEARNING OBJECTIVES:

Participation will allow students to:

- 1) apply what they have learned in the classroom to practical applications;
- 2) become familiar with practices and practitioners in the field;
- 3) develop professional materials for a portfolio;
- 4) be exposed to the working environment;
- 5) receive supervision, and mentoring, from a professional communicator;
- 6) become aware of career opportunities in communication;
- 7) critically examine current practices, issues, and trends in communication;
- 8) acquire practice in the many skill areas required for success in the field;
- 9) become aware of the social and economic effects of communication upon consumers, companies, communities, stakeholders, society, and the international marketplace; and
- 10) develop ethical standards of practice through increased awareness of the responsibilities of communicators.

FIVE THEMES:

At Hawaii Pacific University, certain themes are central to our curriculum. Although differing majors deliver these themes in different ways, we attempt to instill these themes in materials and discussions about values and choices, world cultures, and the search for origins of ideas and beliefs. These core concepts make our University unique and enrich the educational experience for our students. The themes and the methods of addressing them in this course are as follows:

- 1) *Communication skills* - Students will develop communication skills through assignments and the work environment. The entire practicum is an exercise in developing communication skills.
- 2) *Global systems* - The communication industry is rapidly developing worldwide. The actions of one company ripple quickly through an industry and across political borders. Practicums stress the relationship between politics, the community, social concerns, economics, and business practices. Certainly, communication practices in Hawaii have a global perspective.
- 3) *World cultures* - One of the objectives of the practicums is to expose students to communication in multinational firms.
- 4) *Values and choices* - Since ethical behavior is a major concern in communication and social responsibility is essential for business success today, students will be exposed to ethical decision-making both in class and on-the-job. Discussion of this subject is integral to the presentation of information about a career in communication and is stressed throughout the course.
- 5) *Research and epistemology* - Many students will be assigned specific research tasks as part of their practicums. Research and epistemology are applied in all aspects of communication practice.

TEXTS:

There are no required textbooks for this course. There will be handouts and assigned readings.

CONFERENCES:

My office hours are always posted outside my office. If those hours are not convenient, please call or email me to arrange an appointment. If you have a question or a problem on the job, please see me immediately. DO NOT WAIT until you have finished your practicum to tell me you are having problems!

You will be working on your practicum for a minimum 200 hours on-site. Use me as a sounding board for ideas or conflict resolution. The practicum should be a rewarding experience for both you and the company that has employed you.

PREREQUISITES:

Students applying for COM Practicum must have completed a minimum of nine credit hours of upper division, Communication coursework **prior to** beginning the practicum. These courses may not be taken during the same semester with the practicum and the prerequisites will not be waived. Specific coursework may be required by certain practicums. For instance, a television station may require that you have completed coursework in video production and journalism courses will be valuable to successful completion of practicums at newspapers or magazines. Applicants for practicums must have a cumulative grade point average (GPA) of at least 2.7 for undergrads or 3.0 for grad students.

Foreign students must also meet the requirements for a Work Permit which are:

- a) F-1 status for nine months
- b) full-time enrollment for two semesters
- c) matriculation in a degree program. Students taking EFP classes are not eligible.
- d) completion of at least 24 semester hours of credit in college courses numbered 100 or above (at least 12 of which must have not have been EFP classes)
- e) must have passed English 110

COURSE LOAD:

Practicums are demanding. You will be spending at least 200 hours on-site at the company during one semester, as well as the time it takes to get back and forth. It is recommended that students take no more than 12 semester hours (4 courses) for undergrads and 6 semester hours for grad students, or less, during the semester they complete their practicum.

PROCEDURE FOR OBTAINING YOUR PRACTICUM:**APPLYING FOR THE PRACTICUM:**

1) A binder of approved practica is located in the Department of Communication office. A listing is also available online on the COM Practicum link located on your Campus Pipeline Resources Tab. The Corporate Application describes the requirements of the position. If you do not see a practicum that appeals to you, you may try to locate one on your own. Have the practicum supervisor complete the Corporate Application and submit it to the instructor for approval. You must have all your forms completed and approved BEFORE you begin work!

- 2) Call the supervisors listed on the forms and make an appointment for an interview. Keep in mind that other students may be applying for the same practicum so make your appointment as quickly as possible.
- 3) Read the material provided in this packet about resumes, cover letters, and interviewing. Polish your resume and take extra copies, along with any work samples you might have, to the interview with you.
- 4) Be sure to clarify with your supervisor during the interview about the amount and type of work you will be expected to do, about how they will evaluate your ability, about working conditions, and about how actively they plan to supervise your activities
- 5) If you do not hear from the person you interviewed with after a week, call them back. If you are not selected for the first one, continue to make contacts and go for interviews until you are accepted. The more practicums you apply for, the more likely you will find one quickly. Be sure to notify all of the people with whom you have interviewed when you accept a practicum. They may be holding a position open for you and denying other students an opportunity while they wait to hear from you.
- 6) Once your practicum is confirmed, arrange a schedule of regular hours with your supervisor and specify your work location. Be sure you understand what is expected of you, how to deal with problems, who you will work with, where you are to work, and how you will be evaluated.
- 7) If you are not an American citizen, you must obtain a Work Authorization Permit from International Student Services at HPU (1164 Bishop Street, #UB 200). You MUST obtain your work authorization BEFORE you begin working at the practicum. Call 808.356.5299 to make an appointment to see one of the International Student Advisers. Obtain an "employment checklist" from the receptionist at the counter and fill it out. You must bring:
 - a) a valid passport with I-94 form (small white card, usually stapled into passport.)
 - b) original I-20 (Student copy) issued by HPU, and any previously issued I-20's
 - c) the COM 3950 information sheet describing the practicum you have selected.

Students on F-1 status must have their I-20 reflect the fact that they are doing work directly related to their majors. As a Communication major, your practicum will meet this criterion. Immigration will allow you to work full-time during the summer months until school recommences. You will be asked by someone in International Student Services to sign several forms. The Curricular Practical Training Contract will show that you understand the rules and regulations pertaining to off-campus work for credit.

- 8) Because you will be working off-campus as a part of your degree requirements, HPU follows the standard practice of protecting itself from litigation resulting from non-malicious or non-intentional wrongdoing. You will be required to sign an Agreement Not to Sue and Authorization to Participate in University Function form in your packet before participating in a practicum. Return it to the Communication Office to (communication@hpu.edu). You MUST complete this step, and obtain your Work Permit if required, BEFORE you go to work.
- 9) You must complete 200 hours on work on-site during your practicum. Foreign students are only allowed by law to work a maximum of 20 hours a week. You must keep a log of your hours and your activities on the Weekly Report form. A sample is in the packet to show you what a completed form should look like. Be sure you fill it in completely and be sure it is LEGIBLE! Email one (1) Weekly Report every week you work to communication@hpu.edu and keep a copy so you can keep track of your hours. **Weekly reports submitted late will result in a deduction from your grade.**
- 10) To get academic credit for your practicum, you must register for the appropriate the semester you begin your practicum. They are offered every Fall and Spring. Students may start their hours as soon as they are enrolled. Please do not confuse the communication practicum with other internship opportunities. Only the COM practicum will count towards your major! Practicums are for learning new skill sets. Working your existing skill sets at a position you currently hold will not qualify.

11) When you have completed 100 hours of work, give the mid-term Evaluation of Intern form to your supervisor and ask her, or him, to fill it out and send it via email to communication@hpu.edu or fax 808.544.0835. It should NOT be hand-carried by the student. The mid-term and final evaluation forms look identical on the front but the one with the questionnaire on the back should be used for the final evaluation. Ask your supervisor to sit down with you to discuss the evaluation before they send it to the University. You should pay particular attention to suggestions for improvement. **Evaluations submitted late will result in a deduction from your grade.**

12) At the same time, fill out the Evaluation of Practicum form yourself and give it to the instructor.

13) When you have completed 200 hours, give the final evaluation form to your supervisor and ask her, or him, to send it directly to the instructor. Again, you should ask your supervisor to sit down with you to discuss the evaluation before they send it to the University. Fill out the Evaluation of Practicum form yourself and bring it by the Office with your final paper.

INSUFFICIENT HOURS:

If, after you begin your practicum, it appears that you will not have sufficient work to occupy you for the full 200 on-site hours required, be sure you inform your instructor immediately. It may be possible for you to work on another project and apply the time to your practicum.

GRADING:

The final grade will be computed as follows:

Two evaluations completed by the supervisor and student (25% each)	50%
Class activities (resumes, cover letters, mock interviews etc.)	20%
Final paper	5%
Portfolio	15%
Presentation	10%
<hr/> TOTAL	<hr/> 100%

COM 3950: 100-90=A 89-80=B 79-70=C 69-60=D <60=F
COM 6980/7290/7150/7250: 100-90=A 89-80=B 79-70=C <70=F

MOCK INTERVIEW:

At the time in class determined by the instructor, you will call and reserve a time with the Career Service Center (1132 Bishop St., FH 502, 808.543.8098), to do a mock interview. Instructions given in class. You will turn in your mock interview evaluation to communication@hpu.edu. The assignment is pass/fail.

PAPER:

The paper should review the practicum and elaborate on what was learned, what went well, and what could have been improved upon with recommendations for future interns. It should be structured according to the following format:

- 1) An executive summary of the practicum. Was it successful or unsuccessful according to your expectations? How do you FEEL about it now that you have invested part of your life in this experience?
- 2) What did you learn? Discuss, rather than listing in detail, the types of activities in which you participated. Were they varied or monotonous? Were they pertinent to the communication career you are interested in pursuing? Did they prepare you for a future career? What would you have liked to learn that was not included but could have been? Did you learn abstract concepts like creative thinking, synthesis, or critical thinking, or did you learn applications such as how to do things?
- 3) What did you enjoy about the practicum? You may rank several elements in order, or by degree.

- 4) What could have been better? How would you improve the practicum for future students? Were there problems? Would you recommend this practicum to other students?
- 5) What are your conclusions and recommendations? Summarize the major points. What would you change about the entire experience? What would you change about the way the course is structured?

Your paper will be held in strictest confidence. Do not be afraid to be critical. In fact, a lack of critical input would be a lack of depth and honesty--no practicum or class experience is perfect! The information you provide in your paper will NOT be shared with your employer unless you provide him or her with a copy voluntarily. However, if there are MAJOR problems with the practicum, you may be asked to help resolve them or the practicum may not be offered to other students.

The paper will be graded according to the following criteria:

1) *Mechanical requirements:* (10 points)

All papers must be typed, double-spaced, numbered, and printed on one side of white paper only. It should conform to current APA guidelines. A handout of APA guidelines is available in Meader Library, 1060 Bishop, on the second floor. The paper should be at least 8 pages but not more than 12 pages in length, excluding the cover page, table of contents, illustrations, appendices, and bibliography, if necessary. The paper must be bound in some way either in a notebook or spiral binder, **not** stapled or loose in a plastic folder with a spine.

2) *Comprehensive approach:* (20 points)

The paper should be as specific as possible. Generalities like, "It was great!" are not very informative. Explain your experiences and responses in depth.

3) *Documentation:* (20 points)

Be sure to keep copies of all of your work. One of the purposes of a practicum is to develop a portfolio of work samples. If some of your work is published, for instance a news release which was sent to a newspaper, include a copy of the original news release and a copy of the final published story, even if the published version is quite different.

All research must be attributed, especially direct quotations, statistics, or opinions. If your employers asks you to investigate a project, search the obvious *sources* (*Public Relations Journal*, EBSCO database) and the nontraditional (*Psychological Abstracts*, Educational Resources Information Center-ERIC) to be sure you have explored every possible source. The bibliography must be complete and in APA format.

4) *Originality and creativity:* (30 points)

Be creative in developing ideas. Do NOT expect your supervisor to tell you everything you need to do. It is important to contribute to the communication efforts of your employer by suggesting ways they can communicate more creatively, more effectively, or more efficiently. Explore a variety of techniques including speaker's bureau's, publications, PSAs, institutional advertising, and events. Each idea should be developed fully and explained in detail as to specific target market, time requirements, objectives, resources needed, costs, and evaluation method. Make your suggestions in the form of written memos and include them as work samples.

5) *Writing style:* (20 points)

The paper must include each major section as described above. It should be organized logically with transitions between each point and be correct in spelling, grammar, punctuation, and sentence structure. The writing style should be creative, colorful, specific, and interesting.

PORTFOLIO:

Professional Employment Portfolios

A professional employment portfolio could be just the thing that sets you apart from other job candidates.

A well-prepared portfolio

- shows your achievements,
- documents the scope and quality of your experience and training, and shows your skills and abilities.

Organizing Your Portfolio

- Determine the skills necessary for the job you will be interviewing for.
- Choose items that will document how you have used those skills for the employer.
- Use a high quality notebook or leather portfolio briefcase.
- Use plastic page covers to protect your materials and to make rearranging your portfolio easy.
- Arrange your portfolio to show how your abilities relate to the employer's needs.
- Label the different sections for ease of finding information in the portfolio.

What to Include:

- Title Page
- Table of Contents
- Résumé
- Executive Summary
 - A copy of your cover letter, résumé
 - A fact sheet, in list form, that displays your skills and what you like to do
 - A list of experiences that do not fit into your résumé
- Samples of your work
- Certificates of awards and honors; special certifications for special training
- A program from an event you planned or in which you participated as part of a class project or campus organization
- A list of conferences and workshops you have attended and a description of each
- Samples of your writing
- Documentation of technical or computer skills
- A copy of your transcripts
- Letters of commendation or thanks
- Letters of nomination to honors and academic organizations
- Newspaper articles that address some achievement
- Internship or co-op summary report

Electronic Portfolios

In addition/or instead of your traditional portfolio, you may want to create an electronic portfolio. You can make the electronic portfolio available to employers as a supplement to your résumé. It can be on the World Wide Web or on a CD-ROM or zip disk. You can set it up as a PowerPoint presentation or include a PowerPoint slideshow as part of your electronic portfolio.

Electronic portfolios are easy for employers to access and use, especially if they're on the web. By including a "mailto" link in your portfolio, employers can contact you easily simply by clicking on the link and typing in a message for you. Another benefit of having an electronic portfolio is that it shows employers that you are familiar with various types of computer technology and programs.

Include electronic versions of items from your traditional portfolio. For example, include the word processing files for your writing samples and your résumé, scans of appropriate photos and certificates, and Adobe Acrobat (pdf) files of graphics such as brochures that you have designed.

In addition to the kinds of materials in your traditional portfolio, you might include an expanded version of your résumé, audio and video clips, an e-mail link, a link to HPU's web site as well as one to the Communication department's pages, and other appropriate links. Avoid personal information and inappropriate links--anywhere

on your web site. Remember that anyone with much web experience can explore more of your web pages quite easily beyond your portfolio if it's online. You might want to put your online portfolio on a different server to prevent this kind of browsing by employers.

Presentation

Your final presentation (max 10 minutes) is a summary of your project to the class, client and faculty members who attend. The final presentation should contain an explanation of the project and the project or a model of the project. Be sure to specify what you did on your practicum. A Q&A session will follow your presentation.

Please remember to invite your client to the presentation.

Like the portfolio, the presentation must be professional quality (proper grammar, style, oral presentation skills, and competent use of audio-visual equipment, if used).

Presentations will be graded on the following scale:

A: professional entry-level oral presentation

B: competent student presentation with minor flaws

C: presentation with major flaws

F: unacceptable for a communication student as well as for a communication professional.

University Policies and Procedures:

Course Policies:

Professionalism: Students are expected to exhibit mature and professional behavior at their intern sites. Tardiness or absenteeism is noted by your supervisor as is your cooperativeness, ability to meet deadlines, motivation level, willingness to learn, quality of work, and so on. Their evaluations of you are part of your grade. Furthermore, you are representing not only yourself but the Communication Department and HPU through your actions on the job site. The opportunities available to future students depend on the record of diligence, achievement, and goodwill achieved by current interns.

Confidentiality: All written assignments are confidential, in the sense that only I will read them. Any use of writer or real work as examples in future classes will be void of any specific references to you, your organization, or anyone you mention. Portfolio examples to show future interns will only be used with your permission.

Quitting: Should you find you need to leave your internship early for any reason, I need to be notified if at all possible, prior to your giving notice to the organization. Failure to contact me about quitting early (except in the case of extreme situations such as fear for your safety) will result in a "F" for the internship. If you leave without good reason before you have completed the required number of hours for the credits you registered for, you will not receive a passing grade. If you are terminated by the organization for failure to complete your internship duties in an acceptable fashion, you will also be failed in the course.

Incompletes: If for some internship-related reason you are unable to complete work by the final deadline, let me know EARLY and work out a schedule with me. I will also check with your supervisor to verify that the deadline is not feasible. If I do not have all your work by HPU grade reporting deadlines, you will receive an incomplete until I receive all the materials. As "I" will appear on your record for a short time until I can file a final grade, but this should not be cause for alarm. Incomplete grades are sometimes a part of the internship process.

Site Visits: Those of you completing your internship locally or within easy driving distance may be asked to set up site visits with me, if feasible. These visits usually last 20-30 minutes and involve a site tour and a discussion with you and your supervisor about your experiences.

Academic honesty

Academic honesty: According to Hawai'i Pacific University policy, academic dishonesty includes the "intentional use of or attempted use of unauthorized assistance, materials, information, and/or study aids in any academic exercise" and "submitting assignments that appear to be similar in appearance, content, and form to an assignment submitted by another person." Plagiarism includes the "deliberate use or reproduction of ideas, words, or statements of another as one's own without proper acknowledgement or citation"; "using verbatim or paraphrased text without proper citation"; "paraphrasing as to mislead the reader regarding the source"; and "submitting, without permission, the same written or oral material in more than one course."

Ethics: "Any student who cheats on an academic exercise, lends assistance to others, or who hands in, as a completed assignment, work that is not his or her own will be penalized. The ultimate penalty is suspension from the University. The term 'academic exercise' includes all forms of work submitted for points, grades or credit."

In this course, plagiarism will be dealt with swiftly and sternly. It will be reported to the communication department head, the CHSS dean, and the Office of Academic Affairs, and could result in an F for the assignment and/or expulsion from the course. The following link offers examples of plagiarism – read this and be sure that you understand HPU's academic honesty policy and the perils of plagiarism:
<https://www.indiana.edu/~tedfrick/plagiarism/index2.html>
The student conduct/academic honesty rules are listed at:
<http://web1.hpu.edu/index.cfm?section=studentlife574>

ADA statement from Pipeline: Students with Disabilities

Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act (ADA), Title III (Public Accommodations), Hawai'i Pacific University does not discriminate against individuals with disabilities.

Hawai'i Pacific University will make reasonable accommodations in its policies, practices, and procedures in order to: (1) allow students with disabilities to benefit from the services and facilities offered by the University, and (2) employ otherwise qualified individuals with disabilities who are able to do the essential tasks of the specific jobs. HPU will accommodate known disabilities, unless to do so would impose an undue hardship. This is interpreted to mean significant difficulty (fundamentally altering the nature of the services and facilities provided by the University) or expense.

Eligibility:

Students: Students who seek support services are required to submit documentation to verify their eligibility. The documentation must be signed by a certified physician or psychologist and include the following: (1) diagnosis of a specific physical or mental (including learning) disability and the precise accommodations that are necessary, and (2) reference to evaluation reports that are based upon the guidelines for certification. Please read the link on the website titled "Documenting A Disability" so that you aware of documentation we will need.

All ADA notifications should be directed to Deneen Kawamoto, Disability Resources Coordinator.

Contact Information:

Deneen Kawamoto, CRC
Disability Resources Coordinator
Disability Resources Office
1060 Bishop Street, Suite 602 (LB Bldg)
Honolulu, Hawai'i 96813-2810
Telephone: 808.566.2406
Fax: 808.544.1170
E-mail: disabilityresources@hpu.edu

Tentative Class Schedule

You will have several handouts, which will be distributed in class. This schedule is subject to change as circumstances warrant.

Week 1: Bookkeeping, class structure and schedule, explain course policies and procedures, discuss common problems and issues, discuss portfolios

Week 2: Discuss careers, resume writing. Assigned for Week 3: bring 2 copies of your resume for peer review.

Week 3: Peer review of resumes. How to write an effective cover letter.

Week 4: Peer review of cover letters. Copies of resumes due.

Week 5: Discuss interviewing and the job search process. Cover letters due.

Week 6: discuss portfolios

Week 7: Discuss networking, introductions, making yourself memorable, where to network, looking for luminaries and mentorship.

Week 8: Mock interview discussion.

Week 9: Portfolio workshop.

Week 10-11: Career planning.

Week 12: Portfolios due.

Week 13: Presentations and final reports are due, including weekly reports, supervisor's evaluation and self-evaluation of the internship experience.

Week 14(finals week): Portfolio debriefing.

[This page left intentionally blank for printing purposes.]



COM 3950/7250 Permit to Register

This form must be complete before the student registers for the course or begins to work. No hours will be attributed to course completion if this form is not complete.

STUDENT

NAME: _____ HPU ID/SS#: _____
PHONE: _____ EMAIL: _____
ADDRESS: _____

EMPLOYER [] Corporate Application attached or [] Company listed in Internship Binder

COMPANY NAME: _____
SUPERVISOR: _____
PHONE: _____ FAX: _____ EMAIL: _____
ADDRESS: _____

TENTATIVE START DATE: _____ END DATE: _____ HOURS PER WEEK: _____

AGREED [] _____
Supervisor Date

APPROVED [] DISAPPROVED [] _____
Instructor Date

VERIFICATION OF PREREQUISITES:

- 1. Completion of nine semester hours of upper division coursework in Advertising/Public Relations, Communication, Journalism or Multimedia.
2. Cumulative GPA of 2.7 (undergrad) or 3.0 (grad) or higher.

Table with 5 columns: Alpha, Number, Title, Term, Grade. Includes rows for course verification and cumulative GPA, with a signature line for Academic Advisor and Date.

INTERNATIONAL STUDENTS ONLY:

- 1. Make an appointment to obtain pre-authorization at International Student Services (1164 Bishop St., #200) by calling (808) 356-5299. Take your Passport, original I-20, I-94 card, and your visa to the appointment. If you are eligible, the international student advisor will sign this form.

APPROVED [] DISAPPROVED [] (This is NOT a work authorization.)

International Student Advisor Date

- 2. Take the completed form to an Academic Advisor to register for COM 3950/6980/7290 Practicum.
3. Return to International Student Services with the completed registration form and your original I-20 for work authorization. (Allow 3 business days processing time.)
4. A copy of your I-20 will be forwarded to the Department of Communication for verification purposes.

DOMESTIC STUDENTS ONLY:

- 1. Take the completed form to an Academic Advisor to register for COM 3950/6980/7290 Practicum.



This Liability Release, Assumption of Risk, Waiver, Discharge and Covenant Not to Sue is executed by [full legal name of participant] _____, whose Hawaii address is _____, and whose permanent resident address is _____ (hereinafter referred to as "I", "me" or "my") and in favor of HAWAI'I PACIFIC UNIVERSITY (hereinafter referred to as the "Institution").

1.0 I desire to participate in the following activity/trip (hereinafter referred to as the "Activity"): **COM 3950/7250-Communication Practica** t be held _____ and _____, and I fully understand and appreciate the dangers, hazards, and risks inherent in the between _____ Activity, in the transportation to and from the Activity, and in any independent research or activities I undertake as an adjunct to the Activity, which could include serious or even mortal injuries and property damage.

2.0 Knowing the dangers, hazards, and risks of such activities, and in consideration of being permitted to participate in the Activity, on behalf of myself, my family, heirs, and personal representative(s), I, the undersigned, agree to assume all the risks and responsibilities surrounding my participation in the Activity, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue the Institution, its governing board, officers, agents, employees, and any students acting as employees (hereafter called the "Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the Activity, or any adjunct to the Activity, occurs or is being conducted.

3.0 I understand and agree that Releasees do not have medical personnel available at the location of the Activity. I understand and agree that Releasees are granted permission to authorize emergency medical treatment, if necessary, and that such action by Releasees shall be subject to the terms of this Agreement. I understand and agree that Releasees assume no responsibility for any injury or damage which might arise out of or in connection with such authorized emergency medical treatment.

4.0 It is my express intent that this release and hold harmless agreement shall bind the members of my family including any spouse, if I am alive, and my estate, family, heirs, administrators, personal representatives, or assigns, if I am deceased, and shall be deemed as a "Liability Release, Assumption of Risk, Waiver, Discharge and Covenant Not to Sue" the above-named Releasees. I further agree to save and hold harmless, indemnify, and defend Releasees from any claim by me or my family, arising out of my participation in the Activity.

5.0 In signing this Release, I acknowledge and represent that I have fully informed myself of the content of the foregoing waiver of liability and hold harmless agreement by reading it before I sign it, and I understand that I sign this document as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written statement, have been made. I understand that the Institution does not require me to participate in this Activity, but I want to do so, despite the possible dangers and risks and despite this Release. I further state that I am at least eighteen (18) years of age and fully competent to sign this Agreement; and that I execute this release for full, adequate, ad complete consideration fully intending to be bound by the same. I further state that there are no health-related reasons or problems which preclude or restrict my participation in this activity, and that I have adequate health insurance necessary to provide for and pay any medical costs that may be attendant as a result of injury to me.

6.0 I further agree that this Release shall be construed in accordance with the laws of the State of Hawaii. If any term or provision of this Release shall be held illegal, unenforceable, or in conflict with any law governing this Release the validity of the remaining portions shall not be affected thereby.

IN WITNESS WHEREOF, I have executed this "Liability Release, Assumption of Risk, Waiver, Discharge and Covenant Not to Sue" this _____, day of _____, 20 _____

THIS IS A RELEASE OF LEGAL RIGHTS. READ AND BE CERTAIN YOU UNDERSTAND IT BEFORE SIGNING.

STUDENT/PARTICIPANT:

WITNESS:

(Signature)

(Signature)



Mid-Term Evaluation of Student

(to be filled out by supervisor at 100 hours)

NAME: _____ DATE: _____ DUE: _____

PROJECT: _____

Every blank must be completely filled in or it will be graded as "0". Use the following ratings:

E = Excellent (10) G = Good (8.5) F = Fair (7) P = Poor (5)

Criteria	Rating	Comments
1. Knowledge of work: Does the student understand all phases of the work and related matters?		
2. Dependability: Attendance, punctuality, follows instructions adequately?		
3. Diligence: Interested in the job, eager to learn, masters work methods and procedures?		
4. Attitude: Assertive, imaginative, enthusiastic, energetic, works well without supervision?		
5. Creative: Ability to develop constructive ideas, participate in discussions, contribute to projects.		
6. Conscientiousness: Complete work accurately, cares for equipment, attentive to detail?		
7. Productivity: Completes work on time, acceptable volume, quality of work?		
8. Professionalism: Appearance, personal hygiene, behavior in the workplace, social graces, courteous, get along with co-workers?		
9. Progress: Willingness to improve, asks appropriate questions, learns from mistakes, and clarifies assignments when necessary?		
10. Dedication: Exceeds expectations, does more than assigned, shows initiative in coming up with ideas or new projects?		

Strengths:

Needs to improve:

Overall, the performance of this student is: Outstanding Good Average Fair Poor

Student's Signature: _____ **Date:** _____

Supervisor's Signature:

Date:

[This page left intentionally blank for printing purposes.]



Mid-Term Student Evaluation of Project Experience

(to be filled out by student at 100 hours)

NAME: _____ DATE: _____ DUE: _____

PROJECT: _____

Every blank must be completely filled in or it will be graded as "0". Use the following ratings:

E = Excellent (10) G = Good (8.5) F = Fair (7) P = Poor (5)

Table with 3 columns: Criteria, Rating, Comments. Contains 10 evaluation questions regarding internship value, supervision, tasks, environment, participation, conscientiousness, challenge, professionalism, progress, and contribution.

Strong Points:

Needs to improve:

Overall, this project experience is: [] Outstanding [] Good [] Average [] Fair [] Poor

Student's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

[This page left intentionally blank for printing purposes.]

Final Student Evaluation of Project Experience

(to be filled out by **student** at 200 hours)

NAME: _____ DATE: _____ DUE: _____

PROJECT: _____

Every blank must be completely filled in or it will be graded as "0". Use the following ratings:

E = Excellent (10) G = Good (8.5) F = Fair (7) P = Poor (5)

Criteria	Rating	Comments
1. Value of work: Does the project provide information and experiences valuable to a career in communications?		
2. Supervision: Is the supervision adequate, helpful, positive, and informative?		
3. Comprehensive: Are there a variety of tasks and experiences?		
4. Environment: Is the work environment positive, supportive, and helpful?		
5. Participate: Are you encouraged to develop ideas, participate in discussions, attend planning meeting, and contribute to projects?		
6. Conscientiousness: Do you get adequate instruction, clear directions, and answers to your questions?		
7. Challenge: Are the expectations reasonable; is there an acceptable volume and quality of work?		
8. Professionalism: Is there appropriate behavior in the workplace? Are you treated with courtesy and respect? Does everyone get along, work as a team?		
9. Progress: Do you feel you are learning valuable skills, asking appropriate questions, learning from mistakes?		
10. Contribution: Are you encouraged to come up with new ideas or projects? Are your idea accepted?		

Strengths:

Needs to improve:

Overall, the performance of this student was: Outstanding Good Average Fair Poor

Student's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

We would also like to ask you to evaluate how well our Communication Program is preparing our students for the realities of the workplace. Based on your project experience and your coursework as a Communication major, please consider the following questions carefully and rate your answers as follows:

STRONGLY AGREE = 1, AGREE = 2, DON'T KNOW = 3, DISAGREE = 4, STRONGLY DISAGREE = 5

- 1) _____ HPU students write clearly, concisely, and correctly.
- 2) _____ HPU students show initiative in solving problems.
- 3) _____ HPU students are able to write news releases in both electronic and print format.
- 4) _____ HPU students are able to create effective advertising copy.
- 5) _____ HPU students are able to create effective publication including brochures, flyers, and newsletters using desktop publishing skills.
- 6) _____ HPU students are able to organize and present their ideas articulately, effectively, and dynamically in oral presentations.
- 7) _____ HPU students work well independently, without supervision.
- 8) _____ HPU students work well in groups.
- 9) _____ HPU students create, organize, and implement events effectively.
- 10) _____ HPU students are able to manage several projects at one time.
- 11) _____ HPU students research thoroughly, attribute information correctly, and can support their ideas with evidence.
- 12) _____ HPU students demonstrate effective interpersonal skills which allow them to work with people of diverse abilities, cultures, and characteristics.
- 13) _____ HPU students demonstrate a mastery of languages in both written and oral assignments
- 14) _____ HPU students are capable leaders and managers.
- 15) _____ HPU students display an awareness of, and sensitivity to, intercultural values.
- 16) _____ HPU students display sound reasoning and logic in both research and expression.
- 17) _____ HPU students are committed to high ethical standards and humanistic values.
- 18) _____ HPU students are life-long learners and strive to improve their knowledge and abilities as professionals.
- 19) _____ HPU students are familiar with the terminology, technical requirements, theories, and effects of mass media and the specific fields of advertising, public relations, graphic design, and other communications specialties.
- 20) _____ Overall, HPU students are well prepared for careers in Communication fields.

21) In which knowledge or skills areas do HPU students perform better than students from other universities:

22) In which areas could their preparation be improved:

Final Evaluation of Project

(to be filled out by **supervisor** at 200 hours)

NAME: _____ DATE: _____ DUE: _____

PROJECT: _____

Every blank must be completely filled in or it will be graded as "0". Use the following ratings:

E = Excellent (10) G = Good (8.5) F = Fair (7) P = Poor (5)

Criteria	Rating	Comments
1. Knowledge of work: Does the student understand all phases of the work and related matters?		
2. Dependability: Attendance, punctuality, follows instructions adequately?		
3. Diligence: Interested in the job, eager to learn, masters work methods and procedures?		
4. Attitude: Assertive, imaginative, enthusiastic, energetic, works well without supervision?		
5. Creative: Ability to develop constructive ideas, participate in discussions, contribute to projects.		
6. Conscientiousness: Complete work accurately, cares for equipment, attentive to detail?		
7. Productivity: Completes work on time, acceptable volume, quality of work?		
8. Professionalism: Appearance, personal hygiene, behavior in the workplace, social graces, courteous, get along with co-workers?		
9. Progress: Willingness to improve, asks appropriate questions, learns from mistakes, and clarifies assignments when necessary?		
10. Dedication: Exceeds expectations, does more than assigned, shows initiative in coming up with ideas or new projects?		

Strong Points:

Needs to improve:

Overall, this project experience was: Outstanding Good Average Fair Poor

Student's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____

Analysis of Student Preparation

We would also like to ask you to evaluate HPU students compared to others have had from other universities. We would like to know how well our Communication Program is preparing our students for the realities of the workplace. Please consider the following questions carefully and rate your answers as follows:

STRONGLY AGREE = 1, AGREE = 2, DON'T KNOW = 3, DISAGREE = 4, STRONGLY DISAGREE = 5

- 1) _____ HPU students write clearly, concisely, and correctly.
- 2) _____ HPU students show initiative in solving problems.
- 3) _____ HPU students are able to write news releases in both electronic and print format.
- 4) _____ HPU students are able to create effective advertising copy.
- 5) _____ HPU students are able to create effective publication including brochures, flyers, and newsletters using desktop publishing skills.
- 6) _____ HPU students are able to organize and present their ideas articulately, effectively, and dynamically in oral presentations.
- 7) _____ HPU students work well independently, without supervision.
- 8) _____ HPU students work well in groups.
- 9) _____ HPU students create, organize, and implement events effectively.
- 10) _____ HPU students are able to manage several projects at one time.
- 11) _____ HPU students research thoroughly, attribute information correctly, and can support their ideas with evidence.
- 12) _____ HPU students demonstrate effective interpersonal skills which allow them to work with people of diverse abilities, cultures, and characteristics.
- 13) _____ HPU students demonstrate a mastery of languages in both written and oral assignments
- 14) _____ HPU students are capable leaders and managers.
- 15) _____ HPU students display an awareness of, and sensitivity to, intercultural values.
- 16) _____ HPU students display sound reasoning and logic in both research and expression.
- 17) _____ HPU students are committed to high ethical standards and humanistic values.
- 18) _____ HPU students are life-long learners and strive to improve their knowledge and abilities as professionals.
- 19) _____ HPU students are familiar with the terminology, technical requirements, theories, and effects of mass media and the specific fields of advertising, public relations, graphic design, and other communications specialties.
- 20) _____ Overall, HPU students are well prepared for careers in Communication fields.
- 21) In which knowledge or skills areas do HPU students perform better than students from other universities:

- 22) In which areas could their preparation be improved:

COM 3950 – Communication Practicum
Weekly Report Form - *Sample*

NAME: John Doe DATE: 6/27/07 WEEK: 10

INTERNSHIP: The Honolulu Advertiser

DATE	ACTIVITY	HOURS
6/10/07	Interview Papaya farmer and family.	1.5
6/10/07	Write a feature story on papaya farming.	1.5
6/11/07	Help reporter with research.	2.0
6/11/07	Assist editor with layout.	2.0
TOTAL		7.0

HIGHLIGHTS: Interviewing the farmer on my own and assisting editor with layout of feature section.

PROBLEMS: I had trouble organizing my thoughts when writing the feature piece on papaya farming.

WHAT I LEARNED: I learned tips on gathering information on the field and the styles of layout.

OVERALL, THIS WEEK WAS: Outstanding Good Average Poor Terrible

I plan to make next week more productive by assisting more reporters and utilizing more of my writing skills into my assignment. I also would like to spend more time asking for guidance on how to become a better writer, interviewer and reporter.



Department of Communication
Communication Practicum

Corporate Application

Date: _____
 Company name: _____
 Type of business/organization: _____
 Address: _____

 Practicum supervisor: _____
 Title: _____
 Phone: _____ E-mail: _____
 Fax: _____ Other: _____

Description of intern duties and responsibilities:

Internship is paid: Hourly wage: \$ _____ Stipend: \$ _____ Unpaid

PREREQUISITE COURSEWORK:

<i>Recommended</i>	<i>Required</i>	
<input type="checkbox"/>	<input type="checkbox"/>	Advertising
<input type="checkbox"/>	<input type="checkbox"/>	Editing
<input type="checkbox"/>	<input type="checkbox"/>	Newswriting
<input type="checkbox"/>	<input type="checkbox"/>	Public Relations
<input type="checkbox"/>	<input type="checkbox"/>	Website Design
<input type="checkbox"/>	<input type="checkbox"/>	Graphic Design & Desktop Publishing
<input type="checkbox"/>	<input type="checkbox"/>	Video Production
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____

OTHER REQUIREMENTS:

<input type="checkbox"/>	<input type="checkbox"/>	Automobile
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____



Corporate Application

(Page 2)

Check off any of the following activities your company can provide the intern:

- Breakfast/lunch with top management
- Meet & Greets: 30-minute interviews with senior management and Human Resources
- Tour of the facilities
- Attendance at formal/informal events
- General training in areas such as time management
- Comprehensive training
- Member of client team
- Integrated coach meetings – interns are matched with a mentor to help them integrate into the organization (someone other than practicum supervisor)

COMMENTS: