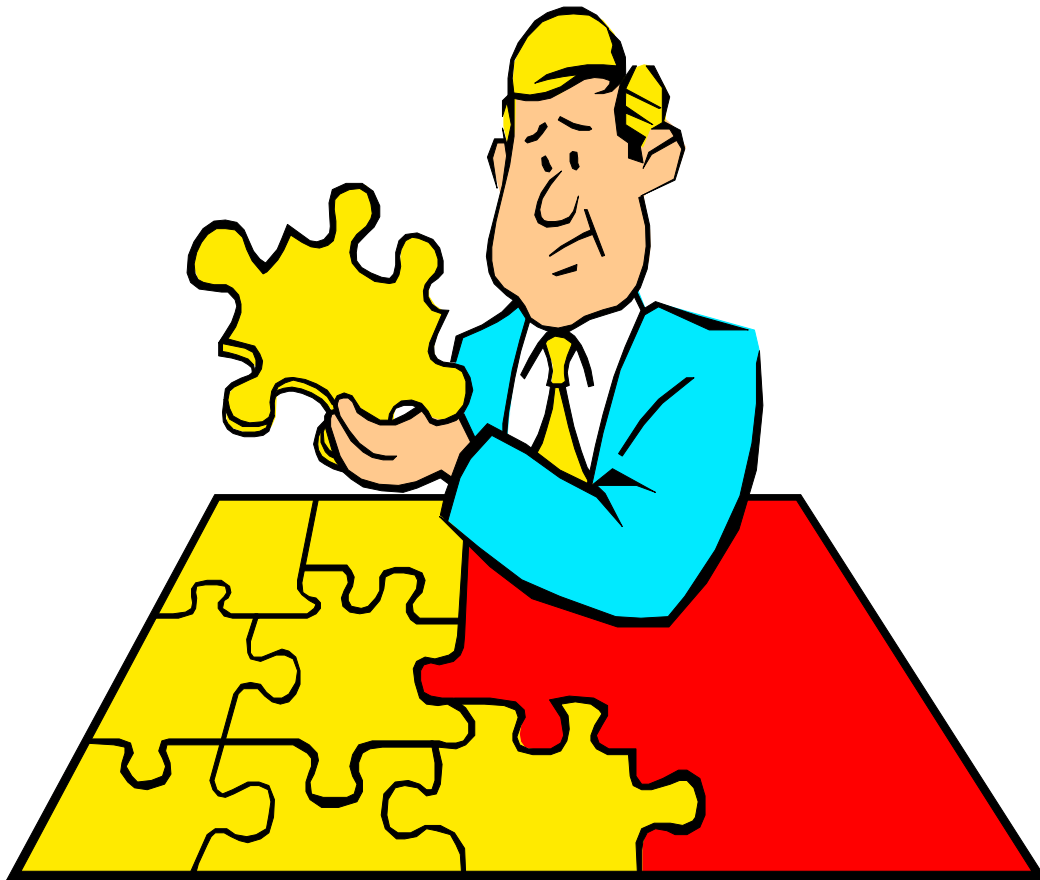


Putting your Communication Practicum together is as easy as 1-2-3!



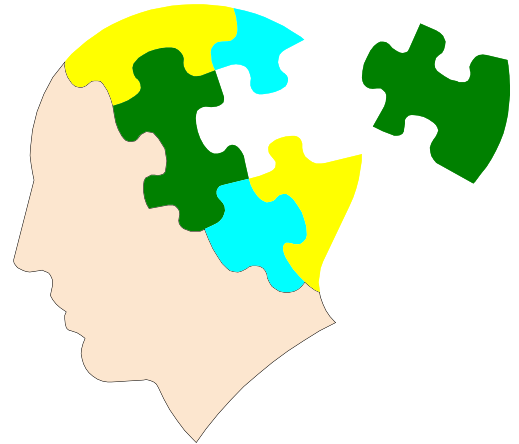
Hawai'i Pacific University
Department of Communication
PHONE: 808.544-0805
EMAIL: jhart@hpu.edu

Step 1: Find a practicum.

The easiest way to find an internship is to ask the instructor to access the COM 3950 approved internships file. 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 and submit it for approval by the Communication Practicum coordinator (Professor 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.

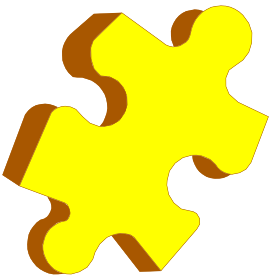
Your academic advisor and your proposed Practicum Supervisor must sign the "Permit to Register" form before you give it to Professor Hart to approve. If you are not a citizen of the United States, you **must** also obtain a Work Authorization from the International Student Services Office ***before***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

Step 3: Complete 150 hours of work.

Go to work! *You have the option of doing your hours in the summer once you are registered for the course!* 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 75 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 them to Professor Hart (jhart@hpu.edu). Complete the final evaluations in the same way when you finish your work. Complete your portfolio with samples of your work, submit your final paper then make your presentation 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



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 150 hours in a professional capacity under the direction of a full-time communication professional. Course can be taken more than once!

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.

TEXTS:

There are no required textbooks for this course. There may 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 150 hours. 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 150 hours for 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) You will be given a list containing forms which describe all of the practicums. If you do not see a practicum that appeals to you in the list, you may try to locate one on your own. A Corporate Application is included at the end of this packet. Use a blank form of the practicum application and be sure it is returned and approved by the instructor, BEFORE you begin work! See Professor Hart if you would like some guidance!
- 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. *You have the option of doing your hours in the summer once you are registered for the course only if you are a U.S. citizen!* 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. You MUST obtain your work authorization BEFORE you begin working at the practicum. Make an appointment to see one of the International Student Advisers. You must bring:
 - a) a valid passport
 - b) I-94 form
 - c) original I-20 (Student copy) issued by HPU, and any previously issued I-20's
 - c) the completed COM Permit to Register describing the practicum you have selected.

International students on F-1 status must obtain off-campus authorization from the International Student Services and 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 instructor to (jhart@hpu.edu). You MUST complete this step, and obtain your Work Permit if required, BEFORE you go to work.

9) You must complete a minimum of 150 hours on work 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, which is due at the end of each week you work. 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 jhart@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 semester you begin your practicum. They are offered every Fall. U.S. students may start their hours as soon as they are enrolled. International students should verify with the International Student Services when their internship hours may begin. Please do not confuse the communication practicum with other internship opportunities. Only the comm 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 75 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 jhart@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 150 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 150 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. If you cannot finish your hours before finals, talk with your instructor about filing for an Incomplete.

GRADING:

The final grade will be computed as follows (note all assignments must be completed to pass the course):

Two evaluations completed by the supervisor and student (25% each)	50%
Class activities (resumes, cover letters, mock interviews etc.)	20%
Final paper	5%
Portfolio	20%
<u>Presentation</u>	<u>5%</u>
TOTAL	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 Development Center (543-8098), to do a mock interview. Instructions given in class. You will turn in your mock interview evaluation to jhart@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. The paper should be at least 8 pages but not more than 12 pages in length.

2) *Comprehensive approach:* (60 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.

5) *Writing style:* (30 points)

The paper 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 (if it is hard copy).
- 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:

- Résumé
- Title Page
- Table of Contents
- Samples of your skill sets
- Certificates of awards and honors; special certifications for special training
- A copy of your transcripts

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 internet or on a CD, zip disk, thumb drive etc.

Electronic portfolios are easy for employers to access and use, especially if they're on the web. By including a "contact" 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 files for your skill set samples, 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 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. Beware of the possibility of stalking and identity theft. 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 (6-8 minutes or as assigned in class) 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.

Class 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 written 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 may also check with your supervisor to verify that the deadline is not feasible. 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.

Tentative Class Schedule

You may 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 hard 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: Portfolio drafts due, 4pm. Leave hard copies at Faculty Support (WP-6) or email links to electronic portfolios to me at jhart@hpu.edu. In both cases include your phone number so we can have a review by telephone if needed.

Week 13: Portfolio review

Week 14: Portfolios due, 4pm

Week 15: Final exam: Once you have submitted your Weeklies amounting to at least 150 hours, (Midterm and) Final evals, and mock interview evaluation, please submit your final paper to me (instructions in syllabus). I will then prompt you for your final presentation (instructions in syllabus).

University Services and Policies:

Academic Integrity Policy

Hawai'i Pacific University is dedicated to providing a learning environment based not only upon academic excellence but academic integrity as well. In this course it is expected that you will adhere to all Hawaii Pacific University guidelines regarding academic dishonesty. It is Hawai'i Pacific University policy that any act of Academic Dishonesty will incur a penalty up to and including expulsion from the University. Any student who cheats on an academic exercise, lends unauthorized assistance to others, or who hands in a completed assignment that is not his or her work will be sanctioned. The term "academic exercise" includes all forms of work submitted for points, grade, or credit. Please see the [Student Handbook](#) for the full policy.

HPU Resources

Accessibility Services (ADA accommodations)

Under the Rehabilitation Act of 1973 (Section 504), the Americans with Disabilities Act Amendments Act 2008 (ADAAA), and Title III (Public Accommodations) Hawai'i Pacific University does not discriminate against individuals with disabilities. Any student who feels he/she may need an accommodation based on the impact of a disability is invited to contact Accessibility Services at HPU (808-544-1197), access@hpu.edu, or at the Accessibility Office (Waterfront Plaza, 500 Ala Moana Blvd., Building 6, Suite 440).

This is a necessary step in order to ensure reasonable accommodations in a course. Students are not expected to disclose their specific disability to the faculty member; Accessibility Services will provide a letter for an instructor explaining the accommodations and not the nature of the disability. If you would like to discuss other concerns, such as medical emergencies or arrangements in the event of an emergency evacuation, please make an appointment to talk with the faculty member as soon as possible.

Counseling & Behavioral Health Services (CBHS)

CBHS provides current HPU students with free and confidential psychological counseling. Sometimes the stress of school along with personal issues can be too much to handle. CBHS provides the opportunity for students to discuss any personal problems or concerns and explore solutions. Appointments can be scheduled by phone at (808) 687-7076 or in person at the Waterfront Plaza campus, 500 Ala Moana Blvd., Building 6, Suite 402. Office hours are Monday – Friday, 9:00 a.m. – 5:00 p.m.

HPU Libraries and Learning Commons

HPU Libraries provides services and resources to serve the research needs of the HPU community. Print books, periodicals, and audiovisual materials are available at the Library at Waterfront Plaza (500 Ala Moana Blvd., Building 6, Suite 302) and at Atherton Library at the Hawai'i Loa Campus (45-045 Kamehameha Hwy, Kaneohe). The Gulab and Indru Watumull Learning Commons at Aloha Tower Marketplace (1 Aloha Tower Drive, Honolulu) is also available to students to conduct academic work. All locations have study rooms, study tables, computer stations, printers, media equipment and Wi-Fi.

Online resources, such as articles, eBooks, and streaming videos are available from the Library's homepage at hpu.edu/libraries. Off-campus access to online content will require users to input their my.hpu.edu credentials. Students can stop by the reference desk at any Library location for research assistance. Librarians are also available over the phone (808.544.1133), via email (reference@hpu.edu), and through the Libraries' 24/7/365 online chat service (<https://hpu.on.worldcat.org/chat/librarian>). To schedule a research consultation with a subject specialist, visit hpu.libcal.com/appointments.

Military Veteran Center (MVC)

Sometimes, the transition from military to civilian life, managing school, and other personal issues can be challenging. MVC has one full time mental health provider from the Veterans Administration who offers confidential psychological counseling to military veterans. An onsite provider is present at the downtown campus and appointments can be scheduled by phone at (808) 940-4287. Office hours are by appointment only. Virtual appointments are available Tuesday - Thursday, 8:00am - 5:00pm. On-campus appointments are reserved for Fridays, 8:00am - 5:00pm.

Security and Safety

We want all students to help keep our campus safe and secure. For emergency situations, call 911; for non-emergencies, contact HPU security (808-544-1400). Timely reports of observations to security and the police can go a long way in preventing future crimes. Also, HPU security provides a walking escort known as SafeWalk for anyone walking alone on foot to any university parking lot, facility, or city bus stop. Call 808-236-3515 (Hawaii Loa) or 808-544-1400 (for all other locations). A security officer will be sent to your location. Also, HPU has installed two emergency blue light call stations at Aloha Tower. The first is on Fort St. at the Nimitz Entrance by the stop light and the second is at Pier 6 at the entrance to the ATM campus. To use these call boxes simply push the big red button and it will call the Security Operation Center at ATM. When the officer answers simply let them know where you are and what kind of help you need, and an officer will be dispatched to assist.

At military base locations, call Base Security at (808) 474-2222. To receive critical information via text messaging, update your mobile number with Rave Alert (<http://phone.hpu.edu>), HPU's emergency text program. Go to <https://www.hpu.edu/security/index.html> for more information about campus security and emergency preparedness.

Take Care of Yourself (Health and Wellness Resources)

Success at HPU depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the college experience, and it often can be compounded by unexpected setbacks or life changes outside the classroom. We strongly encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term, before the demands of exams and projects reach their peak.

Do your best to live a healthy lifestyle throughout the academic year. In addition to eating well, exercising, avoiding drugs and alcohol, getting enough sleep, and relaxing, utilize support resources before the situation becomes overwhelming: Participate in [co-curricular and extra-curricular activities](#); make an appointment with [counseling services](#); visit the [student health center](#) if you are feeling unwell; utilize the [online peer to peer support network](#); visit the [student pantry](#); find tips and tools on how to thrive and succeed at [YOU@HPU](#); and/or contact HPU's [Chaplain](#). More resources are available [here](#).

Title IX - Sexual Discrimination and Sexual Misconduct Policy

HPU is committed to providing an educational environment free from sexual discrimination. Students, faculty and staff must report violations of sexual harassment, sexual assaults, stalking, domestic violence, dating violence, and retaliation to trigger corrective and preventative actions as well as victim support services. Victim support services include assistance with filing police reports, referrals to counseling and medical providers, assignment of a victim advocate, and assistance with academic accommodations. Faculty and students who become aware of such violations should contact the Title IX Coordinator (808-544-0276), complete the [Report Sexual or Relationship Violence Form](#), or file a report an anonymous report using the Compliance Hotline (877-270-5054 or www.tnwinc.com/hpu). More details can be found in the [Student Handbook](#).

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

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

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

AGREED [] _____
Supervisor's Signature Date

APPROVED [] DISAPPROVED [] _____
Instructor Date

ACADEMIC ADVISOR

VERIFICATION OF PREREQUISITES:

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

Alpha	Number	Title	Term	Grade
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
<small>Cumulative GPA</small>				
VERIFICATION [] YES [] NO _____				
<small>Academic Advisor</small>				<small>Date</small>

INTERNATIONAL STUDENT ONLY:

- 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 or [printout from i94.cbp.dhs.gov](http://printout.from.i94.cbp.dhs.gov), 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

- Take the completed form to an Academic Advisor to register for COM 3950/6980/7290 Practicum.
- Return to International Student Services with the completed registration form and your original I-20 for work authorization. (Allow **3-5** business days processing time.)
- A copy of your I-20 will be forwarded to the Department of Communication for verification purposes.

DOMESTIC STUDENTS ONLY:

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

**Liability Release, Assumption of Risk, Waiver, Discharge and Covenant
Not to Sue University Related to Off-Campus Event**

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 HAWAII 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-Communication Practica** to be held between _____ and _____, and I fully understand and appreciate the dangers, hazards, and risks inherent in the 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)

(Printed Name)

(Printed Name)

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:** _____

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)

Criteria	Rating	Comments
1. Value of work: Does the internship 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 is: Outstanding Good Average Fair Poor

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

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

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 is: 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?		

Strengths:

Needs to improve:

Overall, the performance of this student is: 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.

HPU
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: _____

HPU
Communication Practicum

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: