



UT PERMIAN BASIN

COMM 4381 783

Internship

Fall 2025 Session 8W1

Delivery Method: Face to Face

Instructor Information

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Office Location: 4144

Office Hours: TR 9:30-12:00

Course Information

Credit Hours: 3

Course Description

Participation in and analysis of applied communication in a professional context.

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Course Learning Outcomes (CLO)

Internships are a traditional component of communication programs and are strongly encouraged at UTPB. Students who are interested in earning course credit for an internship in Communication are encouraged to seek one out independently. Only unpaid internships at an organization that meets U.S. Department of Labor criteria may be used for course credit.

Students employed in the organization for which they arrange an internship may enroll in COMM 4381 only if their internship experience is removed from and in addition to their normal work activity. With the permission of a faculty supervisor, those students should register for COMM 4381 before the beginning of the term in which they intend to complete the internship. Before enrolling in the course, the student should submit to the supervising professor an internship proposal and an agreement between the student, the faculty supervisor, and the chosen organization. The students must work at the chosen organization for 100 or more clock hours during the semester in which they are enrolled in the course. Students must submit to the supervising professor regular status reports throughout the semester and a summary report or project at the end of the semester that demonstrates the results of their research and work experience.

Student Learning Outcomes

- Apply concepts and theories of communication to the workplace. Use research skills to locate, analyze, and synthesize communication research for use in the workplace. Identify how the strategic use of communication advances the goals and objectives of an organization. Evaluate the strengths and weaknesses of an organization's various communications strategies. Respond to ethical issues that arise in the workplace and apply knowledge of communication ethics to those issues. Demonstrate writing, speaking, listening, and group interaction skills in the workplace.

UTPB Bookstore

[Bookstore link](#)

This link will take you directly to the official UTPB bookstore page for this course. Please note, you are welcome to make purchases from any supplier of your choice.

Important Academic Dates

UTPB [Academic Calendar](#)

Graded Material

Course Activity	Points	Percentage
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		of Total Grade
Final Project	100	100

Grading Scale

At least 93%	A	At least 77% but less than 80%	C+
At least 90% but less than 93%	A-	At least 73% but less than 77%	C
At least 87% but less than 90%	B+	At least 70% but less than 73%	C-
At least 83% but less than 87%	B	At least 60% but less than 70%	D
At least 80% but less than 83%	B-	Less than 60%	F

University Policies

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas Permian Basin in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act provides “reasonable accommodations” to students with disabilities. Only those students, who an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Amber Lucero, Director of Student Emergency and Accessibility Services
Address: 4901 E. University, Odessa, TX 79762
Student Activity Center (SAC) Room #200D
Voice Telephone: 432-552-4602
Email: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to [Accessibility and Privacy Statements](#).

Sexual Harassment/Sexual Misconduct Policy

The University of Texas Permian Basin (the University) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act), Violence Against Women Act (VAWA), and Clery Act. Sexual Misconduct, Retaliation, and other conduct prohibited under this Policy will not be tolerated and will be subject to disciplinary action.

The University will promptly discipline any individuals or organizations within its control who violate this Policy. The University encourages you to promptly report incidents that could constitute violations of this Policy to the Title IX Coordinator. The complete Sexual Harassment/Sexual Misconduct Policy can be found [here](#).

You may report incidents of sexual misconduct to any University employee. They are obligated to report any incident to the Title IX Coordinator or Deputy Coordinator.

You may also contact:

- The UTPB Police Department at 432-552-2786
- The Title IX Coordinator at 432-552-2697 or TitleIXCoordinator@UTPB.edu.
- The Dean of Students at 432-552-2600
- Reports can also be made via the University Complaint Portal: [UTPB Complaint Management](#)

A **confidential reporting option is available**. Please contact UTPB's Counseling Center at 432-552-3365 or 432-552-2367 or stop by MB 1150.

Scholastic Dishonesty

"Scholastic Dishonesty" is any form of cheating or plagiarism that violates the Student Code of Conduct. Scholastic dishonesty or academic dishonesty includes, but is not limited to, cheating,

plagiarism, collusion, falsifying academic records, and any act designed to give unfair advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two [2] courses without the prior permission of the instructor, and providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment), or the attempt to commit such an act. The Student Code of Conduct provides students fair notice of conduct considered unacceptable at The University of Texas Permian Basin and which may be the basis for disciplinary action. This policy provides the procedures to be following when student disciplinary action may need to be implemented and outlines the appeals process. The Student Code of Conduct is available online at: <https://www.utpb.edu/life-at-utpb/student-services/dean-of-students/student-code-of-conduct>

Student Success at UTPB

UT Permian Basin offers numerous services to help you reach your academic goals. Available both in the Success Center on the 2nd Floor of the Mesa Building (<https://www.utpb.edu/academics/advising-and-support/student-success-center/index>), and online, UTPB Student Success offers the following services to all students:

- O.W .L. (Online Writing Lab) - Submit essays that need to be revised by one of our tutors to owl@utpb.edu.
- Tutoring – For both online and in person tutoring, please use EAB to create an appointment. (Utpb.campus.eab.com) Sign in using UTPB credentials.
- SI/PLTL Sessions - If available for your class, will be communicated to you by the mentor assigned to your class section and students can communicate to their SI or PL through Canvas.
- Peer Mentoring - Incoming freshmen can be paired with a peer mentor who will help you navigate your first year on campus.
- SSC Computer Lab - Come take advantage of the state-of-the-art computers available at the Student Success Center.

Please email success@utpb.edu for more information.

Student Support Services

For more information on academic, technical, and support services for UTPB students, please see the [Online Student Services](#).

Course Modalities

Both the Texas Higher Education Coordinating Board (THECB) and the Southern Association of Schools and Colleges Commission on Colleges (SACSCOC) provide standard definitions for basic

course types/modalities that have informed the following adopted course definitions.

Online Courses are those in which more than 85 percent of the planned instruction occurs online/virtually (asynchronously) when students and faculty are not in the same place. A fully online course is one in which mandatory in-person meetings occur no more than 15% of the planned instructional time.

Remote Courses are ones in which students, while not required to physically come to campus to attend in-person classes, are required to “attend” virtually/remotely (synchronously) during scheduled days and times, with students expected to log in and participate in the lecture via video conferences.

Hybrid Courses are courses in which the majority (more than 50% but less than 85%) of the planned instruction occurs when students and instructor(s) are not in the same place. This form of instruction offers a mix of on-campus/in-person and remote/online/electronic learning.

HyFlex Courses are those which, like hybrid courses, offer a mix of on-campus/in-person and remote/online/electronic learning. These courses, however, do not require student authentication since at least 50% of the planned instruction occurs when students and instructor(s) are in the same place.

Face-to-Face/In-Person Courses are those in which more than 85 percent of the planned instruction occurs when students are in the same place with an instructor(s).

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end of course evaluation survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas, an email, and a button in your course navigation that will take you to any available surveys.

The survey is anonymous and your responses are confidential. Your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Disclaimer & Rights

Information contained in this syllabus was to the best knowledge of the instructor considered correct and complete when distributed for use in the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes, if any.

Generative AI Content Policy

UT Permian Basin Faculty recognize the innovative potential of generative AI. We also recognize that generative AI can be used as a substitute for critical thinking and plagiarism, and that its use may be more appropriate in some learning experiences than in others. For these reasons, any policy regarding its use must be nimble so that instructor discretion and instructional context are taken into consideration when determining what "appropriate use" looks like in any student learning experience.

This policy will both cover generative AI use in all courses at UT Permian Basin and must be customized by instructors for each course. Customization is offered according to the expectations outlined below (instructors complete this section as appropriate to your course):

1. Use of generative AI in this course is prohibited.

Examples of Generative AI include, but are not limited to: Grammarly, ChatGPT, and DeepSeek.

If the use of generative AI is discovered in student work that is out of compliance with the policy of this course, the submitted work will be subject to penalty under the plagiarism policy.

Course Policies

Grading and Feedback:

All the course grades will be posted to Canvas. If there is any dispute about the grade, you must wait at least 24 hours after I have returned the work to the class before contacting me. You must also contact me within one week of when I returned the work to the class.

Academic Dishonesty:

Scholastic dishonesty includes any act designed to give unfair advantage to a student, including (but not limited to): Plagiarism, falsifying academic records, misattributing a source, misrepresenting facts, the submission for credit of any work or materials that were produced in whole or in part by another person, taking an examination for another person and/or providing another student with information about an examination without the consent of the instructor, submission of the same written assignment (in part or whole) for two courses without the prior permission of the instructor, or the attempt to commit such acts.

“Plagiarism” includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one’s own academic work. If caught, you will receive a zero on the assignment in question. Multiple instances of plagiarism will result in an automatic zero in the class.

Egregious or multiple cases of academic dishonesty will result in you failing the course and being referred to the Dean of Students for action pursuant to the UTPB student disciplinary process, including possible expulsion from the university.

Class AI Policy:

For this course, using ChatGPT or other text-generating (LLM) “AI” software to brainstorm, outline, draft, or complete written assignments is a form of **plagiarism**. LLMs have been shown to rob students of their ability to think critically and creatively. They also frequently “hallucinate” (i.e., fabricate) false or misleading information, making them unreliable sources of information, and poor supplements to higher education.

Make-Up/Late Submission Policy:

All course activities must be submitted before or on set due dates. Submitting work late will result in a zero for the assignment unless advance arrangements have been made with your instructor. If you are going to be absent on the day work is due, you must submit it in advance. I will work with you for any official school activity, but it is your responsibility to contact me at least one week prior to the event to make acceptable arrangements. Typically, you will be required to submit the assignment *early* rather than late. A note from your coach or sponsor is required but insufficient on its own; you must talk to me personally too.

Course Incomplete:

All students are required to complete the course within the semester they are signed up. Incomplete grades for the course are rarely given, and are exclusively at the discretion of the instructor. A grade of “Incomplete” is only granted if the student has completed at least 75% of the course with a grade of ‘C’ or better, provides a valid, documented excuse for not being able to complete the course on time, and has contacted their teacher prior to the last scheduled class to request an extension. Being busy is never a reason for an extension. If a grade of “Incomplete” is granted, the student will sign a contract that includes the incomplete course activities and the new due dates.

Course Schedule

Oct 31: Mid-Semester Check-In

Dec 4: Final Project due