

Communication Studies/Journalism Related Work Experience ComS/Jour 194 General Guidelines

- **ComS/Jour 194 CANNOT be used as an upper division elective in your major. These units can only be used for the total units required (120) toward graduation.**
- **You MUST be of junior or senior status in order to enroll in ComS/Jour 194.**
- **You MUST be employed in a Communication or Journalism position within the discipline. Examples include, but are not limited to, working in the following types of positions: as a public relations professional, as a writer for a newspaper or magazine, as a communication director in a for-profit or non-profit organization, or as a marketing professional at a radio or television station.**
- **You CANNOT receive credit for working in the following types of positions: as a wait person in a restaurant, as a receptionist in an organization, as a bank teller.**
- **You may receive a maximum of 6 units for work experience. Use the following guidelines to determine the number of units:
Working 10-20 hours per week = 3 units
Working 20-40 hours per week = 6 units**
- **Complete and return ComS/Jour 194 application to Professor Robert Humphrey (MND 50113) or in main office (MND 5014).**
- **You must obtain permission to enroll in ComS 194 or Jour 194 from Professor Robert Humphrey by the second week of the semester.**
- **You must obtain permission from your supervisor to receive credit for your communication/journalism related work experience, as indicated by his/her signature on the application form.**
- **Complete the required writing assignments and turn them in at the designated due dates.**
- **Failure to complete the writing requirements and submit the supervisor's report will result in an incomplete. You will have one year to complete the requirements; otherwise you will receive "no credit" for the course.**
- **You must have your supervisor complete the enclosed evaluation form, which MUST be turned in with the second writing assignment during the 15th week of the semester. Failure to do so will result in a grade of incomplete.**

ComS/Jour 194 Application
Communication/Journalism Related Work Experience

Application for: Fall Spring Summer Year _____

Date _____

Name _____

Address _____

City/State _____

ZIP _____

Phone _____

E-mail Address _____

Social Security # _____ Student # _____

Class Level Junior Senior

Overall CSUS GPA _____

Major _____ Concentration _____

Number of ComS/ Jour units requested (1-6) _____

Company/Organization of employment: _____

Company Address: _____

Supervisor: _____

Phone Number of Supervisor: _____

E-mail Address of Supervisor: _____

To be completed by ComS/Jour Faculty Only

Approved _____ Disapproved _____

Faculty Signature: _____

Please describe **in detail** the activities, duties, and/or responsibilities for the position. Specifically explain how this position related to the field of Communication Studies or Journalism. (You may attach a separate sheet if necessary).

What background and academic courses are necessary to be able to function within this position?

How many hours are you working per week? _____

To Be Completed by Your Supervisor

Name _____

Title _____

Address _____

Phone _____

E-mail Address _____

I agree that the above student is currently employed in the Communication/Journalism related professional position identified above and for the specified number of hours per week.

Agree _____

Disagree _____

Signature: _____

ComS/Jour 194 Writing Assignments

You are required to complete 2 writing assignments (6 pages, double-spaced, 12-point font with one-inch margins) during the semester in which you are enrolled in ComS/Jour 194. These assignments require you to address the following items:

For Report #1 (Due during the 7th week of the semester) address the following questions/items:

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- 1. What is your concentration and in what ways did your courses prepare you for your position?**
 - 2. What specific aspects of your position involve your communication and/or journalism expertise?**
 - 3. What communication concepts, theories, and skills did you learn in your academic courses have proven useful in your position?**
 - 4. In what aspects of your work do you need additional preparation that was not provided in your courses?**
 - 5. Describe the supervision you receive in your position? Is it adequate and what ways would you recommended it be different, if at all?**
 - 6. Describe your career aspirations within your current position and beyond.**
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For Report #2 (Due during the 15th week of the semester) address the following questions/items: (6 pages, double-spaced, 12-point font with one-inch margins)

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- 1. Describe your level of satisfaction with your current position.**
 - 2. Identify the most important lessons and insights learned in your current position.**
 - 3. In what ways has your position impacted your career plans. Explain.**
 - 4. What advice would you offer a new Communication Studies or Journalism student entering the degree program?**
 - 5. What are your plans to continue developing your career? Include any plans for continuing your academics.**
 - 6. Discuss your career goals and ways they may have changed since the last paper.**
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**Department of Communication Studies/Journalism
ComS/Jour 194 Work Experience**

Supervisor's Evaluation Form

Student/Employee Name _____

Organization _____

Supervisor _____ Title _____

Please indicate the total number of hours the employee worked per week: _____

Please rate the qualities of the employee's performance using the scale provided:

Oral Communication competence (Speaks clearly and fluently, expresses ideas articulately).

Excellent	Very Good	Good	Fair	Poor
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Written communication competence (writes grammatically correct and succinctly).

Excellent	Very Good	Good	Fair	Poor
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Interpersonal competence (relates well with co-workers, clients and the public).

Excellent	Very Good	Good	Fair	Poor
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Technical communication competence (required technical skills, including computer software, presentational software, etc.).

Excellent	Very Good	Good	Fair	Poor
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Commitment to work (accepts and follows through on assigned tasks).

Excellent	Very Good	Good	Fair	Poor
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Professionalism (dresses appropriately, is punctual, displays positive attitude and confidence).

Excellent	Very Good	Good	Fair	Poor
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Thank you!

Please provide additional feedback in the space provided.

Identify specific strengths, skills, and positive attributes this employee brings to the position and the organization.

Identify specific areas for improvement you recommend for this employee.

Signature:
