

# **COLLEGE OF ARTS AND SCIENCES**

## **DIVISION OF HUMANITIES AND ARTS**

### **DIVISION HEAD: DR. CRAIG LOOMIS**

#### **MAJOR DEGREE PROGRAMS**

The Division of Humanities and Arts oversees Bachelor of Arts programs with Majors in the following academic disciplines:

- Bachelor of Arts in Communication and Media
- Bachelor of Arts in English Language and Literature
- Bachelor of Arts in Graphic Design

#### **MINORS**

The Division of Humanities and Arts oversees the following Minor programs:

- Arabic
- Advertising
- Communication
- English Language and Literature
- Graphic Design
- Journalism
- Public Relations
- Visual-Performing Arts

#### **DISCIPLINES (FIELDS OF STUDY)**

The Division of Humanities and Arts includes the following disciplines (fields of study):

- Art (ART)
- Arabic (ARAB)
- Communication and Media (COMM)
- Drama (DRAM)
- Education (EDUC)
- English (ENGL)
- French (FRNC)
- Graphic Design (GDES)
- Music (MUSC)
- Philosophy (PHIL)
- Religion (RELG)
- Spanish (SPAN)
- Translation (TRAN)

## **COLLEGE OF ARTS AND SCIENCES**

### **DEGREE PROGRAMS IN THE DIVISION OF HUMANITIES AND ARTS**

#### **COMMUNICATION AND MEDIA (COMM)**

The American University of Kuwait Communication and Media program allows students to explore different communication theories that try to explain how, why, when, what, and where humans, of diverse cultural and ethnic backgrounds, communicate differently and similarly. Overall, the Communication and Media program teaches students skills in critical thinking and analysis, writing, and public speaking.

To accomplish this, the AUK Communication and Media program employs a flexible approach that allows students to become a communication generalist. The student is exposed to various fields of Communication and Media, such as advertising, journalism, and public relations. Laboratory courses sharpen students' skills, while lecture courses enable students to view the profession from a variety of perspectives.

Classes are taught in state-of-the-art computer labs in a fully digital environment. The networked labs are equipped with the latest software and served by in-house servers and databases. Separate Mac and PC labs designed for video editing, graphics, photo-journalism and multimedia are each equipped with appropriate film and flatbed scanners, CD and DVD drives and burners, DV decks and printers.

Communication and Media graduates can embark upon rewarding and prosperous careers in fields such as government, advertising management, marketing communications, mediation, public affairs, public policy, media policy and regulation, speech writing, print or electronic reporting, editing, media planning, promotions, public relations, and media sales.

#### **BACHELOR OF ARTS IN COMMUNICATION AND MEDIA**

*Program Lead:* Dr. Shaheed Mohammed

*Program E-mail:* [COMM@auk.edu.kw](mailto:COMM@auk.edu.kw)

#### **Communication and Media Learning Outcomes:**

Upon completion of the AUK degree in Communication and Media, the student will:

- Demonstrate critical awareness and understanding of the impact of communications as a social process with its attendant influences on politics, culture and economic development.
- Demonstrate broad knowledge of key theories and practices in the field of communications.
- Demonstrate competence in appropriate technology to the creation and dissemination of media messages.
- Be prepared to embark on professional careers as skilled and responsible media practitioners operating within legal and ethical boundaries.
- Be prepared to create original media expressions that effectively communicate useful messages to diverse audiences.

- Be prepared to use the communication process for the greater good of their communities and nations.

**Admission to the Program:**

- Students wishing to Major in Communication and Media should apply for Major declaration by the end of their sophomore year.
- Cumulative GPA of 2.0 or better.
- Grade of “C” or better in ENGL 101 and in either ENGL 102 or ENGL 204.

**University Degree Requirements (120 credit hours)**

To receive a Bachelor of Arts in Communication and Media, students must complete at least 120 credit hours:

- General Education Requirements (45)
- Communication Core Courses (27)
- Communication Area Courses (18)
- Communication Electives (9)
- Free Electives (21)
- A grade of C or better in all courses required for the Major.

• **Communication and Media Core Requirements (27 credit hours)**

- |             |                                      |     |
|-------------|--------------------------------------|-----|
| • COMM 101  | Introduction to Mass Communication   | (3) |
| • COMM 110  | Introduction to Digital Media Design | (3) |
| • COMM 201  | Principles of Journalism             | (3) |
| • COMM 205  | Writing for Mass Media               | (3) |
| • COMM 210  | Research Methods in Communication    | (3) |
| • COMM 225  | Theories of Communication            | (3) |
| • COMM 230  | Principles of Advertising            | (3) |
| • COMM 240  | Principles of Public Relations       | (3) |
| • COMM 470* | Internship in Communication          | (3) |

\*Information on internship assessment for internships offered by the Division of Humanities and Arts is also located at the end of the “Division of Humanities and Arts” section of the Catalog.

• **Communication Area Courses (18 credit hours)**

Students are to complete each course in each area.

**Advertising courses:**

- |            |                            |     |
|------------|----------------------------|-----|
| • COMM 455 | Advertising Media Planning | (3) |
| • COMM 460 | Advertising Campaigns      | (3) |

**Journalism courses:**

- COMM 310 Broadcast Journalism (3)
- COMM 312 News Reporting and Editing (3)

**Public Relations courses:**

- COMM 360 Public Relations Writing (3)
- COMM 402 PR Campaigns (3)

- **Communication Electives (9 credit hours)**

Students are to complete three additional COMM or GDES courses (9 credit hours) of their choice in consultation with the Academic Advisor. At least one of these three courses must be a 300-level course or higher.

- **Free Electives (21 credit hours)**

Students may take 21 credit hours of free electives.

**COMMUNICATION AND MEDIA 2008-2009 4 YEAR PLAN**

**Year 1**

*Semester-1*

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Prerequisite/s</b>
ENGL	101	Approaches to Critical Reading and Writing	
COMM	101	Introduction to Mass Communication	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

**Year 1**

*Semester-2*

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Prerequisite/s</b>
ENGL	102 or 204	Writing and Information Literacy / Business Writing	ENGL 101
COMM	110	Introduction to Digital Media Design	
ENGL	108	Public Speaking	
General		General Education Requirement	
General		General Education Requirement	

**Year 2**

*Semester-1*

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Prerequisite/s</b>
COMM	201	Principles of Journalism	COMM 101
COMM	230	Principles of Advertising	COMM 101
COMM	240	Principles of Public Relations	COMM 101
General		General Education Requirement	
General		General Education Requirement	

**Year 2**

*Semester-2*

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Prerequisite/s</b>
COMM	205	Writing for Mass Media	ENGL 101
COMM	210	Research Methods in Communication	COMM 101 & STAT 101
COMM	225	Theories of Communication	ENGL 101 & COMM 101
General		General Education Requirement	
General		General Education Requirement	

**Year 3***Semester-1*

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Prerequisite/s</b>
COMM	310	Broadcast Journalism	COMM 201
COMM	312	News Reporting and Editing	COMM 201 or COMM 205
COMM	360	Public Relations Writing	COMM 240
General		Upper Level General Education Requirement	
Elective		Free Elective	

**Year 3***Semester-2*

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Prerequisite/s</b>
COMM	402	PR Campaigns	COMM 240
COMM	460	Advertising Campaigns	COMM 230
COMM/ GDES		Additional Course in COMM or GDES	
General		General Education Requirement	
Elective		Upper Level Free Elective	

**Year 4***Semester-1*

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Prerequisite/s</b>
COMM	455	Advertising Media Planning	COMM 230
COMM/ GDES		Upper Level Additional Course in COMM or GDES	
Elective		Upper Level Free Elective	
Elective		Free Elective	
Elective		Free Elective	

**Year 4***Semester-2*

<b>Prefix</b>	<b>Number</b>	<b>Title</b>	<b>Prerequisite/s</b>
COMM	470	Internship in Communication	
COMM/ GDES		Upper Level Additional Course in COMM or GDES	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

## **ENGLISH LANGUAGE AND LITERATURE (ENGL)**

In keeping with the liberal arts tradition, the mission of the English Language and Literature Program is to provide AUK students with the ability to use English language effectively so that they can think creatively and critically, cultivate a lifelong process of inquiry, and can reach their full potentials as individuals and as productive citizens. Through the development of students' cultural awareness and information literacy, the program prepares students for the increasingly complex challenges of the 21st century.

For students Majoring or Minor in English language and literature, the program provides a sound foundation in the structure of the English language and its literary traditions; it also educates students in the exploration of the relationships of language and literature to the individual and society, and to history and politics. The program also provides a broad range of American, British, and world literature carefully selected by the faculty to include work by women and men of diverse backgrounds and in a variety of literary forms and periods.

Thus, students' command of written language, their ability to analyze concepts, and their broad understanding of human nature and social realities may give them competitive advantage in the pursuit of careers in a variety of fields, including education, media, business, and civil service or, with appropriate graduate work, in professions such as law and higher education.

### **BACHELOR OF ARTS IN ENGLISH LANGUAGE AND LITERATURE**

*Program Lead:* Dr. Kathryn Kleypas

*Program E-mail:* [English@auk.edu.kw](mailto:English@auk.edu.kw)

#### **English Language and Literature Learning Outcomes:**

Upon completion of the AUK degree in English Language and Literature, the student will be able to:

- Learn to explicate literary texts and theoretical contexts as a method of analysis.
- Study a wide range of texts that cover different periods and genres.
- Pursue critical specializations through the means of advanced coursework, independent studies, and a senior thesis.
- Engage in a comparative analysis of periods and genres in a historical, political, and economic context.
- Develop and refine academic communication skills and acquire more focused, analytical, and critical capabilities.
- Apply literary theory.
- Recognize the history of British and American literatures.
- Recognize that cultural diversity of literature.

Literature Majors begin their coursework with a survey of Western Literature and then advance to courses that focus on particular motifs, genres, critical approaches, time periods, authors or countries.

#### **Admission to the Program:**

- Formal admission to the Major requires a cumulative grade point average (GPA) of 2.00.

**University Degree Requirements (120 credit hours)**

To receive a Bachelor of Arts in English Language and Literature, students must complete at least 120 credit hours :

- General Education Requirements (45)
- English Core Requirements (18)
- English Electives (27)
- Free Electives (30)

- **English Core Requirements (18 credit hours)**

Students must complete the following 6 courses (18 credit hours):

- |            |                                      |         |
|------------|--------------------------------------|---------|
| ▪ ENGL 201 | Foundations of Western Literature I  | [H] (3) |
| ▪ ENGL 203 | Foundations of Western Literature II | [H] (3) |
| ▪ ENGL 211 | World Literatures in English I       | [H] (3) |
| ▪ ENGL 212 | World Literatures in English II      | [H] (3) |
| ▪ ENGL 300 | History of the English Language      | [H] (3) |
| ▪ ENGL 415 | Literary Theory and Criticism        | (3)     |

- **English Electives (27 credit hours)**

In consultation with their Academic Advisor, students must take 9 courses (27 credit hours) from any remaining ENGL 300 or 400 level courses, or ENGL 207.

- **Free Electives (30 credit hours)**

Choose 10 courses (30 credit hours) in consultation with the academic advisor .

**NOTE:** ENGL 485, Senior Thesis (3 credit hours), applies as an English Elective. Upon successful defense of a thesis, students who select this option may have “Honor Thesis” reflected on their transcript.

**NOTE:** \*Information on internship assessment for internships offered by the Division of Humanities and Arts is also located at the end of the “Division of Humanities and Arts” section of the Catalog.

**ENGLISH LANGUAGE AND LITERATURE 2008-2009 4 YEAR PLAN**

**Year 1**

*Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

**Year 1**

*Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	<b>102</b> or 204	Writing and Information Literacy / Business Writing	ENGL 101
ENGL	108	Public Speaking	
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	

**Year 2**

*Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	201	Foundations of Western Literature I	ENGL 101
General		General Education Requirement	
General		General Education Requirement	
General		General Education Requirement	
Engl. Elective		English Elective	

**Year 2**

*Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	203	Foundations of Western Literature II	ENGL 101
General		General Education Requirement	
General		General Education Requirement	
Engl. Elective		English Elective	
Elective		Free Elective	

**Year 3***Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	211	World Literatures in English I	ENGL 101
Engl. Elective		English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	

**Year 3***Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	212	World Literatures in English II	ENGL 101
Engl. Elective		English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	

**Year 4***Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	300	History of the English Language	ENGL 101
Engl. Elective		English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Upper Level Free Elective	

**Year 4***Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	415	Literary Theory and Criticism	ENGL 101
Engl. Elective		Upper Level English Elective	
Engl. Elective		Upper Level English Elective	
Elective		Upper Level Free Elective	
Elective		Free Elective	

## **GRAPHIC DESIGN (GDES)**

The Graphic Design (GDES) degree program offers students the opportunity to pursue a degree emphasizing a balance of theory and practice in art and science of visual communication. Both the teaching and practice are emphasized to foster critical thinking and problem solving that prepare the student for the real-world challenges one will face in the professional sphere. The program is also inspired by a vision that design methodology and technologies can support the creative exploration of traditional and modern design concepts and principles. The program includes history of graphic design, typography, symbols, information design, systems, 3D, and multi-media design.

Graphic Design program graduates are instilled with the skills of marketable designers and are prepared for employment in graphic design studios, publishing houses, corporations, non-profit institutions, film and video production companies, advertising, and multimedia firms.

### **BACHELOR OF ARTS (B.A.) IN GRAPHIC DESIGN**

*Program Lead:* Ms. Maryam Hosseinnia *Program E-mail:* [Graphics@auk.edu.kw](mailto:Graphics@auk.edu.kw)

#### **Graphic Design Learning Outcomes:**

Upon completion of the AUK degree in Graphic Design, the student will be able to:

- Apply critical thinking, design concepts, and problem-solving methodologies to a variety of design problems and possibilities.
- Demonstrate an understanding of how design processes and skills are related to social and scientific issues and discourse.
- Produce a design portfolio showcasing sensibilities toward diversity for issues and discourse.
- Use professional skills and behaviors necessary to compete in the marketplace
- Adapt and pursue a lifelong sense of communal responsibility locally and internationally.

#### **Admission to the Program:**

- Students wishing to Major in Graphic Design should apply for Major declaration by the end of their sophomore year.
- Cumulative GPA of 2.0 or better.
- Grade of “C” or better in ENGL 101.
- Grade of “C” or better in any Art or Art History course.

#### **University Degree Requirements (120 credit hours)**

To receive a Bachelor of Fine Arts in Graphic Design, students must complete at least 120 credit hours:

- General Education Requirements (45)
- GDES Major Requirements (42), composed of:
  - Graphic Design Core Courses (24)
  - Graphic Design Electives (18)
- Free Electives (33)
- A grade of “C” or better in all courses required for the Major.



**GRAPHIC DESIGN 2008-2009 4 YEAR PLAN**

**Year 1**

*Semester-1*

Prefix	Number	Title	Prerequisite/s
ENGL	101	Approaches to Critical Reading and Writing	
ART	101	Art History	
GDES	110	Graphic Design	
General		General Education Requirement	
General		General Education Requirement	

**Year 1**

*Semester-2*

Prefix	Number	Title	Prerequisite/s
ENGL	102 or 204	Writing and Information Literacy / Business Writing	ENGL 101
ENGL	108	Public Speaking	
ART	121	Drawing I	
GDES	115	Color Theory	
General		General Education Requirement	

**Year 2**

*Semester-1*

Prefix	Number	Title	Prerequisite/s
GDES	220	Layout	ART 101 and GDES 110
COMM	101	Introduction to Mass Communication	
GDES Elective		Graphic Design Elective	
General		General Education Requirement	
General		General Education Requirement	

**Year 2**

*Semester-2*

Prefix	Number	Title	Prerequisite/s
GDES	221	Typography I	ART 101 and GDES 110 and GDES 115
COMM	210	Research Methods in Communication	COMM 101 and STAT 101
Elective		Elective	
General		General Education Requirement	
General		General Education Requirement	

**Year 3***Semester-1*

Prefix	Number	Title	Prerequisite/s
GDES	330	Print Production	GDES 220 and GDES 221
GDES Elective		Upper Level Graphic Design Elective	
Elective		Upper Level Elective	
General		General Education Requirement	
General		General Education Requirement	

**Year 3***Semester-2*

Prefix	Number	Title	Prerequisite/s
GDES	242	Digital Imaging I	GDES 110
GDES Elective		Graphic Design Elective	
GDES Elective		Upper Level Graphic Design Elective	
Elective		Upper Level Elective	
General		Upper Level General Education Requirement	

**Year 4***Semester-1*

Prefix	Number	Title	Prerequisite/s
GDES	460	Advertising Campaigns	GDES 221
GDES Elective		Graphic Design Elective	
GDES Elective		Upper Level Graphic Design Elective	
Elective		Upper Level Elective	
Elective		Upper Level Elective	

**Year 4***Semester-2*

Prefix	Number	Title	Prerequisite/s
GDES	490	Senior Portfolio	GDES 115 and GDES 220 and GDES 221
Elective		Upper Level Elective	
Elective		Upper Level Elective	
Elective		Upper Level Elective	
Elective		Elective	

## COLLEGE OF ARTS AND SCIENCES

### DEGREE PROGRAMS IN THE DIVISION OF HUMANITIES AND ARTS

#### MINORS IN THE DIVISION OF HUMANITIES AND ARTS

##### **MINOR IN ADVERTISING, JOURNALISM, OR PUBLIC RELATIONS (18 CREDIT HOURS)**

*Program Lead:* Dr. Shaheed Mohammed

Students may elect to complement their degree with one of the following minors:

- Advertising
- Journalism
- Public Relations

- **General Requirements:**

Students wishing to complete a Minor must complete a minimum 18 credit hours. At least 9 credit hours of the Minor must be upper-level (300 and 400 level) courses.

No more than 9 credit hours in the student's Degree Program, or another Minor, may be counted toward a Minor. Internship credits may not be used to substitute for courses comprising the requisite minimum 18 credit hours in a Minor program.

- **Requirements for a Minor in Advertising, Journalism, or Public Relations**

Students choosing to add a minor in Advertising, Journalism, or Public Relations should consult the Program Lead and the Academic Advisor for complete curriculum requirements.

##### **MINOR IN ARABIC (18 CREDIT HOURS)**

*Program Lead:* Dr. Raymond Farrin

The Arabic Minor program strengthens students' communication skills in Arabic and familiarizes students with the rich Arabic literary heritage. It develops skills of fluid expression in formal Arabic and leads to an informed awareness of the Arabic literary tradition.

##### *Admission to the Program*

- At least 9 credit hours must be taken at AUK
- A minimum grade of "C" must be achieved in each Arabic course

##### **Arabic Core Courses (12 credit hours)**

To complete a Minor in Arabic, students must complete the following core courses:

- ARAB 215      Arab Composition I      [A] (3)

- ARAB 220 Readings in Arabic Heritage [A], [H] (3)
- ARAB 312 Modern Arabic Literature [H], [K] (3)

In addition, students must complete (in consultation with the academic advisor) three (3) other courses (9 credit hours) from the following:

- ARAB 205 Survey of Arab-Islamic Civilization [H], [K] (3)  
**AND / OR**
- ARAB 221 Creative Writing (3)  
**AND / OR**
- Any ARAB course at the 300 level or higher.

### **MINOR IN COMMUNICATION AND MEDIA (21 CREDIT HOURS)**

*Program Lead:* Dr. Shaheed Mohammed

The Minor requires a minimum of 21 credit hours, including the core of 4 **COMM** courses (12 credit hours) listed below and 3 **COMM** or **GDES** elective courses (9 credit hours). At least 3 credit hours must be in upper-level courses and at least 9 credit hours must be taken in residence at AUK. Courses taken for the Minor must be passed with a grade of C or better.

*Admission to the Program:*

- Students enrolling in the Communication Minor should have normally completed a minimum of 30 credit hours of coursework and be in good academic standing.

Students seeking a Minor in Communication must complete the following courses or their equivalents. All course prerequisites must be satisfied.

#### **Minor Core Requirements in Communication (12 credit hours)**

- COMM 101 Intro to Mass Communication (3)
- COMM 110 Introduction to Digital Media Design (3)
- COMM 225 Theories of Communication (3)
- COMM 205 Writing for Mass Media (3)

#### **Minor Electives (9 credit hours)**

Students must complete at least 3 courses (9 credit hours), in consultation with their academic advisor, from recommended **COMM** and **GDES** courses. One course (3 credit hours) must be at the 300- level or above.

### **MINOR IN ENGLISH LANGUAGE AND LITERATURE (18 CREDIT HOURS)**

*Program Lead:* Dr. Kathy Kleypas

Students wishing to Minor in English Language and Literature are required to take six (6) courses (18 credit hours). Students must take any three (3) courses (9 credit hours) of the following four core courses:

- ENGL 201 Foundations of Western Literature I [H] (3)
- ENGL 203 Foundations of Western Literature II [H] (3)
- ENGL 211 World Literature in English I [H] (3)
- ENGL 212 World Literature in English II [H] (3)

Student must also take three (3) additional courses (9 credit hours) from any 300- or 400- level English courses.

### **MINOR IN GRAPHIC DESIGN (21 CREDIT HOURS)**

*Program Lead:* Ms. Maryam Hosseinnia

The Graphic Design Minor provides students with the tools necessary to compete creatively in a professional arena. The classes taught are designed to prepare students for real world situations. Students will develop basic portfolios that meet with international Graphic Design standards. The ability to visually illustrate ideas that affect the advertising and marketing fields is a quintessential asset to have in the commercial art and communication market.

The Minor requires a minimum of 21 credits hours including the core of 4 GDES courses (12 credit hours) listed below and 3 courses (9 credit hours) from the GDES electives list.

#### **Minor Core Requirements in Graphic Design (12 credit hours)**

- GDES 110 Graphic Design (3)
- GDES 115 Intro to Design and Color Theory (3)
- GDES 220 Layout (3)
- GDES 221 Typography I (3)

#### **Minor Electives (9 credit hours)**

Students must complete at least 3 courses (9 credit hours) in consultation with their academic advisor from the GDES Minor electives list at the 300 level or above.

### **MINOR IN VISUAL-PERFORMING ARTS (18 CREDIT HOURS)**

*Program Lead:* Dr. Lisa Urkevich

The interdisciplinary VPA Minor includes courses in visual art, music, and drama.

#### **Visual-Performing Arts Core Courses (6 credit hours)**

Choose 6 credit hours from at least two different disciplines (fields of study) (**ART, MUSC, DRAM**)



## COLLEGE OF ARTS AND SCIENCES

### DIVISION OF HUMANITIES & ARTS INTERNSHIP PROCESS AND ASSESSMENT

The Internship process and assessment is completed in the following stages:

*Program discussion:* Newly declared Majors are advised of the internship requirement and encouraged to seek internships as they enter their final year of study. Faculty advise students on past internship experiences and potential sites.

*Internship package:* Students are provided with an internship package that outlines all the basic rules of the internship and contains the necessary forms for sign-up, process, and summative evaluation.

*Learning contract:* Students apply to various companies for intern positions. When employers agree to provide the students with the internship opportunities, the students collaborate with the employers to complete their learning contracts which outline the duties and schedule as well as expectations of each party. If the learning contract is acceptable in terms of scope and objectives, the supervising faculty member (470 instructor) accepts the contract and signs it. Where necessary, the 470 instructor makes inquiries with or about the organization to ensure that the students will have the appropriate experience. After the learning contract is signed by the 470 instructor, the 470 instructor signs a "Permission to Enroll" form for the student to enable their registration.

*Sites:* 470 instructors often visit sites that can provide internship opportunities. When students obtain internships at well established organizations such as local television stations, 470 instructors usually need to ensure that the student's specific duties meet the expectations of their Major program. 470 instructors also routinely call and e-mail site supervisors to check on the progress of student interns.

*Worksite supervisor/student reports:* Students are required to file monthly reports of their activities on the internship site that are signed by their on-site supervisor. These reports index weekly activities and achievements and serve as an ongoing check of site and activity appropriateness.

*Final Reports/Materials:* There are two components to the final reports. Site supervisors complete a form outlining the student's achievements during the internship and commenting on their performance. Students also complete a form evaluating the site as a provider of an appropriate learning experience. The student form is delivered privately to the 470 instructor and used to determine whether problems were encountered and to guide future site choices. Students are routinely also asked to provide copies of any and all materials that they may have worked on at the sites including photographs, videos and other evidence of their activities.

*Final Grade:* Instructors assign final grades according to grading system outlined in the course syllabus.