SYLLABUS: History 490: Senior Practicum (WI)

Instructor: Monica LaBriola

Student Name: [Redacted]

Practicum Site: Clear Channel Media

Site Supervisor Name and Title: Kevin Jones, Director of Marketing & Promotions

Evaluation & Grading

1. Field Experience (120 onsite hours & full participation) 400 points (40%)
2. Writing Intensive Component (includes several assignments) 500 points (50%)
   - Weekly Journal Entries (~5 informal pages; 150 points total)
   - Summary Report & Drafts (~20 formal pages; 350 points total)
     - Introduction & Outline (50 points)
     - Citation & Bibliography Assignment (50 points)
     - Draft Summary Report & Conference (100 points)
     - Final Summary Report (150 points)
3. 10% Oral Presentation (last Friday of instruction) 100 points (10%)
   - Oral Presentation (includes mandatory pre-presentation student-instructor meeting/prep session)

Total 1000 points (100%)

Grading Scale

| 93 – 100% = A | 87 – 89% = B+ | 77 – 79% = C+ | 67 – 69% = D+ |
| 90 – 92% = A- | 83 – 86% = B  | 73 – 76% = C  | 63 – 66% = D  |
| 80 – 82% = B- | 70 – 72% = C- | 60 – 62% = D- | 59% and below = F |

*I will post grades to the Grades feature on Laulima as soon as possible after you complete each assignment. I encourage you to use the Grades tool to keep track of your grade and progress throughout the semester.

Student Learning Outcomes (SLOs)

By the end of the semester, you will be able to:

1. **SLO1**: Write a well-organized and competent overview of your practicum experience at Clear Channel Media, documenting your sources in *Chicago Manual of Style* format [CLO-1, DLO-4, ILO-1]
2. **SLO2**: Deliver a competent and well organized ten to fifteen minute oral presentation addressing some of the major concepts and issues related to your practicum experience [CLO-2, DLO-5, ILO-1]
3. **SLO3**: Demonstrate critical thinking skills as you discuss (a) some of the important concepts and issues relating to the history and role of radio in Hawai‘i and (b) some of the challenges you encountered during your practicum experience [CLO-3, DLO-6, ILO-3]
4. **SLO4**: Make clear historical arguments related to Clear Channel Media and the history of popular radio in Hawai‘i [CLO-3, DLO-1, ILO-2]
5. **SLO5**: Demonstrate an understanding of the history and workings of Clear Channel Media and its role in contemporary Hawai‘i as well as an engagement with the local community [ILO-5]
Credit Hour Statement
The UHWO credit hour policy states that students enrolled in a three credit course are expected to devote a minimum of nine hours per week (135 hours/semester) to course related work (see UHWO General Catalog). This course was reviewed to assure that the work assigned to achieve the stated student learning outcomes meets the UHWO credit hour policy. To achieve adequate learning in this course, students should devote the minimum of nine hours per week attending scheduled class/online meetings, completing readings, working on study questions, writing reaction papers, and studying for scheduled exams and quizzes and/or constructing research and other assignments.

Required Readings/Films

Course Requirements & Assignments
Practicum Site Contact Hours (400 points total): You must complete 120 contact hours at your practicum site over the course of the semester, or an average of eight hours per week over the fifteen week semester. It is your responsibility to coordinate your precise schedule with your site supervisor and to meet his/her expectations.

Journal Entries (150 points; approximately five pages total; informal writing): You must keep a weekly journal chronicling your experiences at your practicum site. Each weekly journal entry should be approximately 100 words (about one paragraph). You should maintain this journal as a single Word document and upload the updated version to Laulima every Friday by 5:00 p.m. (see “How to Turn in Writing Assignments” below for details and instructions), naming each entry according to the date written (e.g., “Journal entry for September 9, 2014”). Keep in mind that these journal entries count for fifteen percent of your overall course grade.

Summary Report & Drafts (350 points total; formal writing)
Introduction & Outline (50 points; one to two pages; formal writing): Your draft introduction should be approximately one to two paragraphs and should include the following:
• When and where you are doing your practicum work (i.e., semester/year and site name) and the name of your site supervisor
• An overview of your initial objectives for the practicum, your site duties, and your weekly work schedule. This will eventually become the introduction for your final Summary Report.

The outline will list proposed headings for the draft and final Summary Report, starting with the introduction and ending with the conclusion. While the outline can change as your practicum and report drafting progresses, it should serve as a guide as you work on the draft and final Summary Report. The outline will become the table of contents listings and subheadings for the final Summary Report.
Citation/Bibliography Assignment (50 points; two pages; formal writing): The goal of this assignment is for you to practice using the Chicago style citation formation (i.e., footnotes and bibliography). To complete this assignment, turn in up to two pages of your draft Summary Report that includes at least three separate Chicago style citations (i.e., footnotes). You must also present your citations as a properly formatted bibliography on a separate page. Handouts, slides, and web links outlining the Chicago citation style (with examples) are available for your reference on our course Laulima site.

Draft Summary Report (100 points; eight to ten pages; formal writing): The Draft Summary Report will be approximately eight to ten pages long and will include as much information and detail as possible from the following components of the final Summary report (see “Final Summary Report” below for details on each):

- Title Page
- Introduction & Overview
- Concepts
- Summary Sections on Each Major Task

After I have read and commented on your draft, we will meet to discuss my comments, your progress, and any questions you may have as you conclude your practicum experience and prepare the final Summary Report. Please note that I will deduct points from your draft Summary Report if we do not meet.

Final Summary Report (150 points; fifteen pages; formal writing): The Final Summary Report will be between approximately fifteen pages in length (double spaced, 12 point Times New Roman font, one inch margins on each side)—and may be a bit longer depending on the number of photos and level of detail you decide to include.

The final Summary Report must include/present the following:

- **Title Page:** The title should say something about your project. For example, “Senior Practicum Report: My Work in the Archival Collections of the Japanese Community Center of Hawai‘i.” Also include your name, the course number and title, and the names of your practicum site and site supervisor.

- **Introduction & Overview:** This section should include an updated version of your draft from the Introduction & Overview assignment from earlier in the semester. In addition, describe your practicum site and its significance in the community and its importance to the study of History. You can also discuss the organization’s official mission and the size and organization its staff.

- **Concepts:** We will read several chapters from Susan Douglas’s *Listening In: Radio And The American Imagination* (see Schedule). These will introduce you to key concepts and issues in the history and role of radio in American society in general, and will help you conceptualize Clear Channel Media’s position in the field and in the Hawai‘i community more specifically. Use these readings to identify applicable concepts and issues and discuss these in your Summary Report in a way that draws connections to your individual experience.

- **Summary Sections on Each Major Task:** In addition to discussing your various practicum site duties in detail, you can also discuss some of the issues, problems, or interesting developments that you encountered during your practicum experience.

- **Conclusion:** Discuss what you learned from this practicum experience—and, more specifically, what you learned about yourself, the institution you served, and the study of
history in general. How did your practicum experience relate to (and hopefully enhance) your education as a History major at UH – West O'ahu? What advice would you give other Humanities majors conducting practica in the future? If there were any problems that arose, might there be a way to avoid these issues in the future (e.g., by reading particular resources or talking with folks who have experience)—or is it just a matter of figuring it out as you go?

- **Page Numbers:** The title page is not numbered, however all subsequent pages must be numbered (in Word, use the Insert > Page Numbers feature).
- **Subheadings:** Include subheadings (or section titles) for each portion of your Summary Report. The Introduction & Outline assignment will serve as a guide.
- **Pictures:** Include some photographs chronicling your practicum experience. You can disperse these photos—with captions—throughout your Summary Report.
- **Citations:** If you cite any outside sources in your Summary Report (including our required readings), you must provide a bibliography at the end of your Summary Report in Chicago Manual Style. The Citation/Bibliography Assignment will help you prepare for this portion of the assignment.

**Note on writing style:** While it is perfectly acceptable for you to write in the first person and use a subjective and experiential voice for the Summary Report, you must nevertheless organize your thoughts into cohesive paragraphs and sections and use a formal writing style throughout. In other words, although your Summary Report is partially an experiential narrative, it should be written in formal—not conversational—English.

How to Turn in Writing Assignments
Please email all assignments to me directly at labriola@hawaii.edu by the deadlines stated int the Schedule (see below).

**Academic Support: The No‘eau Center**
If you find that you need additional help on any of your assignments, the No‘eau Center provides students with free assistance on academic writing assignments. No‘eau Center tutors are available to help you work on critical thinking skills, discover and develop topics, generate information to support ideas, organize information, refine the style of a paper, and edit your own papers. Tutoring is offered by appointment, on a walk-in basis, and online via email. You may schedule an appointment by either emailing, calling, or visiting the Center:

- In-person: UHWO Library, B-203
- Email: uhwowc@hawaii.edu
- Website: http://www.uhwo.hawaii.edu/campus-life/campus-services/noeau-center/
- Phone: (808) 689-2750

**Note on Plagiarism & Cheating**
As this is an upper division history course, you are required to cite your sources using the Chicago Manual of Style (the preferred style of UH). Your grade will suffer if you do not follow the style format. I will conduct several Chicago Style citation workshops and provide additional help and support throughout the term (see Schedule) to help you avoid plagiarism. If you have further questions regarding citation methods, please contact me or visit the No‘eau Center (see contact information above).
You are responsible for knowing and following the University of Hawai‘i – West O‘ahu policy on academic dishonesty. The following are two important quotes from the UHWO student conduct and policies website (http://www.uhwo.hawaii.edu/about-us/university-policies):

“Plagiarism includes, but is not limited to, submitting in fulfillment of an academic requirement, any document that has been copied in whole or in part from another individual’s work without attributing that portion to the individual; neglecting to identify as a quotation, another’s idea and particular phrasing that was not assimilated into the student’s language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written or oral material in more than one course without obtaining authorization from the instructors involved.”

“Cheating includes, but is not limited to, giving or receiving unauthorized assistance during an examination; obtaining unauthorized information about an examination before it is given; using inappropriate or unallowable sources of information during an examination; falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting the facts in order to obtain exemptions from course requirements.”

In other words, when completing a written assignment, under no circumstances should you cut and paste from the Internet—especially without citing your sources. This constitutes plagiarism, and if these Internet sources are not cited, it constitutes the worst form of plagiarism—namely attempting to pass off someone else’s work as your own. You will receive an automatic “F” for this class and be reported to the University should you choose to submit plagiarized work of any kind.

**SCHEDULE OF EVENTS**

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<tr>
<th>Week</th>
<th>Meetings/readings/assignments/deadlines/etc.</th>
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<tr>
<td>Week 1:</td>
<td>• Due: Journal Entry by Friday at 5:00 p.m.</td>
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<td>8/25-8/29</td>
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<td>Week 2:</td>
<td>• <strong>Preliminary Meeting</strong> (30 minutes): Go over syllabus, assignments, practicum requirements, and our meeting</td>
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<td>9/1-9/5</td>
<td>schedule for the semester. You should also have finalized your onsite schedule with your supervisor by this</td>
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<td>point. I will also assign portions of Listening In for you to read.</td>
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<td>• Due: Journal Entry by Friday at 5:00 p.m.</td>
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<td>Week 3:</td>
<td>• Due: Journal Entry by Friday at 5:00 p.m.</td>
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<td>9/8-9/12</td>
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<td>Week 4:</td>
<td>• <strong>Meeting</strong> (30 minutes): Discuss your practicum experience to date, your journal entries, and Listening In</td>
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<td>9/15-9/19</td>
<td>(Introduction and Chapter 7)</td>
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<td>• Due: Journal Entry by Friday at 5:00 p.m.</td>
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<td>Week 5:</td>
<td>• Due: Journal Entry by Friday at 5:00 p.m.</td>
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<td>9/22-9/26</td>
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<td>Week 6:</td>
<td>• <strong>Meeting</strong> (30 minutes): Discuss your practicum experience to date, your journal entries, and Listening In</td>
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<td>9/29-10/3</td>
<td>(Chapters 9 and 10)</td>
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<td>• Due: Journal Entry by Friday at 5:00 p.m.</td>
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<td>Week 7:</td>
<td>• <strong>Deadline:</strong> Introduction &amp; Outline by Friday at 5:00 p.m.</td>
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<td>Week</td>
<td>Dates</td>
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| Week 8: | 10/13-10/17  | **Meeting** (30 minutes): Discuss your practicum experience and journal entries, and **Listening In** (Conclusion)  
**Due:** Journal Entry by Friday at 5:00 p.m. |
| Week 9: | 10/20-10/24  | **Deadline:** Citation & Bibliography Assignment by Friday at 5:00 p.m.  
**Due:** Journal Entry by Friday at 5:00 p.m. |
| Week 10: | 10/27-10/31  | **Meeting** (30 minutes): Discuss comments on the Introduction & Outline  
**Due:** Journal Entry by Friday at 5:00 p.m. |
| Week 11: | 11/3-11/7   | **Deadline:** Draft Summary Report due by Friday at 5:00 p.m.  
**Due:** Journal Entry by Friday at 5:00 p.m. |
| Week 12: | 11/10-11/14 | **Meeting** (30 minutes): Discuss comments on the Draft Summary Report and plans for the final report  
**Due:** Journal Entry by Friday at 5:00 p.m. |
| Week 13: | 11/17-11/21 | **Due:** Journal Entry by Friday at 5:00 p.m. |
| Week 14: | 11/24-11/28  | **Meeting** (30 minutes): Discuss format and plans for oral presentation. Prepare your PowerPoint presentation and email it to me at least two days in advance of this meeting  
**Due:** Journal Entry by Friday at 5:00 p.m. |
| Week 15: | 12/1-12/5    | **Deadline:** Oral Presentation at the Humanities Conference (date TBD)  
**Due:** Journal Entry by Friday at 5:00 p.m. |
| Exam Week |          | **Deadline:** Final Summary Report by 12/9 at 5:00 p.m. |