



LANCASTER BIBLE COLLEGE

YOUR JOURNEY. OUR FOCUS.

Communication

Student Handbook



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◆ ***Mission Statement***

The Communication major is part of Lancaster Bible College's Arts and Sciences Department and is our response to the urgent need for communicators to influence the media and culture from a relevant but biblical worldview. This major seeks to meet this demand by producing skilled communication professionals rooted in Christian values. It offers students broad exposure to web content development, news media, and marketing.

Communication courses are treated as professional courses and will not be permitted to be taken as Arts and Sciences elective courses.

The Departmental objectives state the following:

Students will:

1. Articulate and evaluate the significance of culture on message design, delivery and impact.
2. Identify and differentiate the major communication theories and describe the relevance of appropriate theories to their chosen communication field.
3. Participate in a communication career field to further develop skills, knowledge, and experiences.
4. Appropriately apply ethical principles and professional codes of ethics to the practice of communication.
5. Integrate a biblical worldview into the practice and evaluation of communication.

Connection to Arts and Sciences Department Objectives

- The Communication program meets the first Arts and Sciences objective, which states that students will "communicate effectively using appropriate rhetorical skills that are reflective of God's redemptive purpose." Communication program objective one indicates that students will focus on "message design, delivery and impact," which all relate to the rhetorical skills mentioned in the Arts and Sciences objective. Additionally, Communication program objective six indicates that students will learn these skills with "God's redemptive purpose" in mind.
- The second Arts and Sciences states that students will "acquire and critically analyze and evaluate written, oral and visual communication." Communication program objective two indicates that students will have exposure to the communication theories that will allow them to analyze and evaluate communication.
- The third Arts and Sciences objective states that students will "critique diverse cultures in light of a biblical worldview." Communication program objective one

demands that students understand the interaction of culture and message while Communication program objective five ensures a biblical worldview is at the heart of the program.

- The fourth Arts and Sciences states that students will “apply stewardship principles that glorify God through managing one’s... resources.” As students learn the “ethical principles and professional codes” mentioned in Communication program objective four, they will be learning how to best manage the resources given to them.
- The fifth Arts and Sciences objective states that students will “incorporate a technological awareness to facilitate learning and communication.” As students learn communication theories (Communication program objective two) and “participate in a communication career field” (Communication program objective three), they will be interacting with the technology utilized in the field.

OUTCOMES

When you have completed this program of study, you will earn a Bachelor of Arts degree with majors in Communication and Biblical Studies. Designed to produce effective communication professionals through competitive courses and hands-on experiences, LBC’s Communication major is built on the study of media ethics, theory, and practice. This lays the foundation for effective career placement, as well as further study in specialized communication fields at the graduate level.

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◆ *Minor Program in Communication*

Benefits of the Minor

Communication skills are vital for all professionals seeking to serve Christ in the Church and society. A Communication minor gives students the opportunity to receive ethical, theoretical and spiritual training that prepares them for the communication demands of their career. Typical communication demands include: communicating directly to the public (via newsletters, productions, web content, etc.), supporting the mission and vision of an organization through daily informal contact with the public, or overseeing the communication efforts of an organization.

Rational for the Number of Required Credits

Of the fifteen credits required for the minor, nine credits are taken from the required core of the communication program. These courses are carefully sequenced to provide students with the ethical, theoretical, and spiritual training that serves as a foundation for their future development in the communication field.

Required Courses:

COM 102	Introduction to Communication	3 credits
COM 201	Media Ethics	3 credits
COM 202	Principles and Practices	3 credits
COM ____	COM Elective	3 credits
COM ____	COM Elective	3 credits
Total		15 credits

Field Experience

Communication field experience is not required of students taking a Communication minor. However, these students are encouraged to participate in Communication co-curricular opportunities.

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◆ Admission

Acceptance into the bachelor’s degree program at Lancaster Bible College with a specialization in Communication is consistent with the general admissions policy at the college. Individuals requesting entrance into the Communication program must fulfill all the college admissions requirements. For more information, see the [Lancaster Bible College Student Handbook](#).

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◆ Curriculum Requirements

Every communication student must complete all the required courses and meet all the criteria for each of the certified programs as stipulated in the LBC catalog. ([See Appendix A for the Curriculum Sheet](#))

Communication Major	48 credits
Bible	42 credits
Arts & Science	41 credits
Interdisciplinary	6 credits
Total	137 credits

For a list of all required major courses, see [Appendix B for the Scope List](#).

COM 100 – Communication Seminar

Course Description – This ten hour seminar is required of all Communication majors. This seminar introduces students to the unique benefits and responsibilities of producing messages for the public sphere while still remaining grounded in a Christian world view. This course will help students wrestle with the unique relationship between the mass media and the church. It will also provide them with some of the tools they can use to continue to remain grounded in their faith as they enter a largely secular work environment that is, at times, hostile to Christian perspectives.

COM 102 – Introduction to Communication (3 credits)

Course Description – This course will introduce students to the field of communication. Students will be exposed to the landmarks in communication history and be introduced to the basics of communication theory. Additionally, students will explore a range of career options within the field.

COM 201 – Communication Ethics (3 credits)

Course Description – This course will explore the process of ethical decision making. A variety of ethical typologies will be explored for the purpose of describing motivating factors from both a Christian and secular worldview. A variety of ethical issues inherent in communication will be discussed. Finally, professional codes of ethics and communication law will be surveyed. Prerequisite: COM ____ or permission of instructor

COM 202 – Principles and Practices (3 credits)

Course Description – This course will provide students with techniques for criticism, analysis, and interpretation of communication messages. Also, the elements of a specific communication emphasis, regarding its history, appreciation and impact, will be investigated. This course will address the relationship between the impact of a biblical worldview and the development of a communication field. Finally, students will be introduced to standard industry practices of their field. Prerequisite: COM 201 or permission of instructor

Co-Curricular Credits - COM 221, 222, 223, 224

The Communication Major at LBC has attracted a number of gifted students with a very particular skill set. Co-curricular credits allow these students to use their God-given talents and gifts to produce communication-specific work in real world contexts. Each co-curricular credit involves 40 hours of supervised and logged time, working with either college publications (Charge, the yearbook, etc.) or with one of the college departments that engages directly with the public (Marketing, Athletics, WPA, Admissions, etc.) Co-curricular credits allow the students to give back in service to the

college while providing them valuable pre-professional experience, working on projects that are actually used to impact LBC's stakeholders. The nature of these communication-specific activities must be approved by the co-curricular advisor prior to logging your hours. (See the [Co-Curricular forms in Appendix C](#) for more information.)

Note: At times, as unique opportunities arise, permission may be granted for co-curricular hours to be completed outside of the college, this permission is left to the discretion of the co-curricular advisor.

Course Description – This Pass/Fail course provides students with an opportunity to apply the knowledge and skills they are learning in their emphasis. Students, under the supervision of both a faculty advisor and student leadership will complete, track, and reflect on 40 hours of communication field-specific work.

Course policy

- 1) This course should be registered for credit *no later* than a student's first semester in the program.
- 2) At the beginning of the semester in which the student is seeking credit for Co-curricular activities students will register for credit and submit a [Co-Curricular Student Contract](#) that will list their title and duties that will be performed that semester to fulfill their 40 hour commitment. This contract will be signed by both the student and that co-curricular activity's student leader.
- 3) Hours will be logged with tasks/duties listed (on the [Co-Curricular Time Sheet](#)) and submitted to the faculty advisor after every 10 hours of work.
- 4) Students will submit a Co-Curricular Completion form, signed by the co-curricular activity's student leader attesting to successful completion of duties at the end of the semester.
- 5) The final course grade will be submitted when the faculty advisor is in possession of 1) the Co-Curricular Contract, 2) all completed Co-Curricular Time Sheets, and 3) the signed Co-Curricular Completion Form reporting successful completion of all co-curricular duties.
- 6) If a concern is raised about the duties assigned to a student being worthy of Co-Curricular credit, that should be addressed by the Communication Major Advisor when the Co-Curricular contract is submitted.

[See Appendix C for Co-Curricular forms](#)

COM 301 - Media: Conveyor of Cultural Ideas (3 credits)

Course Description – This course is an examination of media as tools to convey cultural ideas (including religious ideas, philosophical ideas, world views, persuasive messages, and culture itself). A cultural lens for both consumers and producers of media to evaluate mass media on behalf of church and society will be developed. The student will investigate how the mass media both reflect and shape cultural ideas. Students will

apply critical skills to learn how to analyze all forms of media communication.
Prerequisite: COM 202 or permission of instructor

COM 303 - Writing for Publication (3 credits)

Course Description – This course provides an opportunity for students to become disciplined writers of quality publishable materials. Students will learn to critique and edit their own work in light of the requirements of specific publishers. Students will analyze Christian and secular literary market needs and propose/prepare manuscripts to meet those needs. They will also explore the method of marketing work to publishers independently or through an agent. Prerequisite: COM 202 or permission of instructor.

COM 310 - Writing for News Media (3 credits)

Course Description – This course introduces students to the writing skills needed for today's converging news media environment. These skills will include researching, observing, interviewing, evaluating, writing and editing news. Students will write for various news outlets. Industry standards will be evaluated from a biblical worldview and adopted for practice. Prerequisite: COM 202 or permission of instructor

COM 320 - Survey of Marketing (3 credits)

Course Description – This course will survey the history, key theories, core knowledge (concepts and terminology), and underlying philosophies of marketing. Best practices, strategies, ethical and legal issues related to both advertising and public relations will be addressed through a biblical worldview. Persuasive skills informed by market analysis will be employed in the creation of a marketing strategy and campaign. Prerequisite: COM 202 or permission of instructor

COM 330 - Writing for the Web (3 credits)

Course Description – This course will investigate various means of writing on the web. Analysis through a biblical worldview of web writing formats such as blogs, wikis, and social media will introduce students to specific writing conventions and their potential for social impact. Content creation, not computer programming or coding, will be stressed in this course. Web writing skills will be applied through message development, design, and publication for the web. Critical thinking will be applied to critique a variety of published web content based on how online communities create, disseminate, and evaluate messages. Prerequisite: COM 202 or permission of instructor

COM 340 - Writing on Social Issues (3 credits)

Course Description – This course is designed to give students a framework to study and to help them articulate a position on social issues and injustice, to evaluate and delineate a variety of worldviews on these topics, and to explore how an author's voice

and bias can impact and persuade their audience. Prerequisite: COM 202 or permission of instructor

COM 400 – Cross-Cultural Experience (0 credits)

Course Description – This course is an approved life experience, designed to challenge and broaden the worldview of students, by placing them in a context that is in contrast to their native culture. Students are exposed to the complexity of cross-cultural communication through an immersive cross-cultural experience. The student will experience firsthand the complexities of communicating within another culture and ethically engage cross-cultural communication issues as they arise.

Course policy

- 1) At the beginning of the semester in which the student is seeking credit for Cross-Cultural Experience, students will register for credit and submit a [Cross-Cultural Experience Approval Form](#) to be approved by the Communication Major Advisor.
- 2) Passing the course is granted when the Communication Major Advisor is in possession of Cross-Cultural Experience Approval Form and they've completed all required aspects of the Cross-Cultural Experience.
- 3) If a concern is raised about whether the experience meets the minimum requirements for this course, that should be addressed by the Communication Major Advisor when the [Cross-Cultural Experience Approval Form](#) is submitted.

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Internship

COM 450 - Internship (3 credits)

Course Description – This course immerses students in a pre-professional experience that allows them to practice and further develop the skills taught in the major. Students will be placed in their field of interest to prepare them for a career in communication. Students will improve communication skills, develop an understanding of the specific communication field, and begin the professional networking needed to become successful in the workplace. Students, under the supervision of both a qualified professional (onsite supervisor) and the internship professor, will complete, track, and reflect on 120 hours of communication field-specific work.

Course objectives - Students will:

- 1) Apply skills developed in their emphasis within real world pre-professional experiences.
- 2) Gain knowledge of the career field through hands on training and completion of contract goals.

- 3) Demonstrate appropriate professional and ethical behavior.
- 4) Operate with a biblical worldview in their interaction with communication professionals.

Course policy -

- 1) For the purpose of the internship, a “qualified professional” is defined as someone working full time in a Communication Field correlated to the student’s emphasis.
- 2) Under the guidance of the internship professor, students will develop an [Internship Contract](#) of duties that includes measurable goals and objectives reflective of the Internship course objectives.
- 3) The final Internship Contract must be approved and signed by the Onsite Supervisor, the Internship Professor, and the student.
- 4) Goals and objectives must constitute appropriate, communication specific work to fulfill 120 hours.
- 5) Hours will be logged with tasks/duties listed (on the [Internship Time Sheet](#)), signed by the Onsite Supervisor, and submitted after every 20 hours of work.
- 6) Students will receive feedback following a site visit by the Internship Professor. (A conference between the Onsite Supervisor and the Internship Professor can be substituted for a site visit if the geography or time is prohibitive.)
- 7) Students will submit evidence that the Internship Contract objectives have been met through the submission of a reflective essay that measures the attainment of the contract goals.
- 8) The final course grade will be assigned when all [Internship Time Sheets](#) are submitted, the Onsite Supervisor reports successful completion of internship duties (through submission of an [Internship Completion Report](#)), and the Internship Professor approves a final copy of the [Internship Reflection](#).

[See Appendix E for Internship forms](#)

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COM 455 – Communication Advanced Internship (3-12 credits)

Course Description – This course allows students to continue their pre-professional experiences to practice and further develop the skills taught in the major. Students will be placed in their field of interest to prepare them for a career in communication. This course allows students to pursue additional internship opportunities or to focus on an extended internship experience. Students, under the supervision of both a qualified professional (onsite supervisor) and the internship professor, will complete, track, and reflect on 40 hours per credit of communication field-specific work.

Course objectives - Students will:

- 1) Apply skills developed in their emphasis within real world pre-professional experiences.

- 2) Gain knowledge of the career field through hands on training and completion of contract goals.
- 3) Demonstrate appropriate professional and ethical behavior.
- 4) Operate with a biblical worldview in their interaction with communication professionals.

Course policy -

- 1) For the purpose of the internship, a “qualified professional” is defined as someone working full time in a Communication Field correlated to the student’s emphasis.
- 2) Under the guidance of the internship professor, students will develop an [Internship Contract](#) of duties that includes measurable goals and objectives reflective of the Internship course objectives.
- 3) The final Internship Contract must be approved and signed by the Onsite Supervisor, the Internship Professor, and the student.
- 4) Goals and objectives must constitute appropriate, communication specific work to fulfill 40 hours per credit.
- 5) Hours will be logged with tasks/duties listed (on the [Internship Time Sheet](#)), signed by the Onsite Supervisor, and submitted after every 20 hours of work.
- 6) Students will receive feedback following a site visit by the Internship Professor. (A conference between the Onsite Supervisor and the Internship Professor can be substituted for a site visit if the geography or time is prohibitive.)
- 7) Students will submit evidence that the Internship Contract objectives have been met through the submission of a reflective essay that measures the attainment of the contract goals.
- 8) The final course grade will be assigned when all [Internship Time Sheets](#) are submitted, the Onsite Supervisor reports successful completion of internship duties (through submission of an [Internship Completion Report](#)), and the Internship Professor approves a final copy of the [Internship Reflection](#).

Senior Project

COM 470 - Senior Project (1 credit)

Course Description – This course will require students to produce work or oversee an aspect of an event related to the student’s emphasis. The course requires students to apply communication skills, theory and best practices in the development of the work or event. The senior project is expected to reflect a biblical worldview by demonstrating how a Christian communication professional can potentially impact their culture for Christ. Prerequisite: COM 202 or permission of instructor.

Course objectives - Students will:

- 1) Produce a work or oversee an aspect of an event that demonstrates proficiency in their communication emphasis.

- 2) Expose an audience to a biblical worldview integrated through their work or event.
- 3) As an independent communication leader function professionally, ethically and morally, from a biblical worldview reflection of LBC's core values.
- 4) Reflect on how the project's design and delivery has the potential to impact culture for Christ.

Course policy -

- 1) The student, with guidance from the Senior Project Advisor, will submit the [Senior Project Proposal Form](#).
- 2) All Senior Project Proposal Forms must be submitted and approved prior to starting the project.
- 3) Students will produce communication artifacts deemed appropriate in scope and depth by the Senior Project Advisor.
- 4) The work shall be an original contribution to the student's field, reflecting at least 40 hours of planning and development.
- 5) The artifact created for this project must be visible to the public.
- 6) Artifacts produced by the student will be presented to the Senior Project Advisor and an exit interview will be scheduled. This interview must be scheduled at least two weeks prior to graduation.
- 7) A 1-2 page reflection essay will accompany the submission to highlight what was learned and how the project has both met the Senior Project objectives and impacted the student's view of the profession/emphasis.
- 8) At the exit interview, students will orally present a summary (approximately 5-10 minutes) of their project to the Senior Project Advisor. At that time, the Senior Project Advisor will ask questions suitable to assure that the goals were met and to solicit feedback on the Communication program. (For those students physically unable to complete an oral presentation, a suitable alternative will be developed in conjunction with the Senior Project Advisor and the Director of Disability Services.)

[See Appendix F for the Senior Project Proposal Form](#)

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COM 480 – Professional Performance Skills (3 credits)

Course Description – This course will explore the process of communication through broadcast performance. The principles of broadcast communication will be applied to designing and delivering professional presentations. In addition to developing proper broadcast terminology, relevant media and technology will be used to enhance broadcast delivery through voicing and announcing. Laboratory experience will cover industry positions such as: television news reporting, television news anchoring, radio broadcasting, and public relations presentations.

Course objectives - Students will:

- 1) Produce Demonstrate proficiency in translating the written word into oral performance
- 2) Apply knowledge, skills, and concepts related to the terminology and techniques used in broadcast performance to develop and deliver messages.
- 3) Select broadcast communication skills and techniques appropriate to purpose, audience, and medium to deliver ethically responsible professional presentations.
- 4) Organize elements of public presentation including competence in research, structuring, substantiating, voicing and announcing.
- 5) Demonstrate competency in using the media and technology unique to electronic communication and performance.
- 6) Produce relevant and meaningful media programs and become more effective communicators.

◆ **Approved Electives List**

Courses approved for COM related electives:

- Any COM designated course not already required for the major
- Any PRO designated course
- HUM306 Introduction to Photography
- HUM480 Graphic Design
- ICS331 Cross-Cultural Communication
- LAN202 Creative Writing
- LAN205 Advanced Composition
- LAN330 Linguistics
- PAS201 Biblical Preaching
- SMM130 Sport Communication
- SMM270 Sports Marketing
- THR310 Staging and Illumination
- THR330 Commercial Scriptwriting, Short Format
- WPA221 Media Technician

Any additional courses or transferred courses will be considered on a case-by-case basis by the Director of the Major and the Registrar's Office.

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◆ **Administration**

Students who minor in Communication will be advised by their major advisor. Students who major in Communication will be advised by the Director of Communication.

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Procedures

Family Educational Rights and Privacy Act (FERPA):

“The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.”

Taken from <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

To conform to FERPA regulations, all students in this course will be accorded the rights of an adult. Therefore, any communication concerning grades or student performance can only be conducted between the student and the professor. Direct inquiry from parents cannot be returned. Parents must direct all concerns through the student.

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Appendix A – Curriculum Sheet

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Communication

Degree: Bachelor of Arts Majors: Biblical Studies, Communication

Name: _____ Date: _____ Writing Intensive

Freshman Year									
_____	FYE	101	First Year Experience I	0	_____	FYE	102	First Year Experience II	0
_____	LBC	101	Engaging Faith & Life	3	_____	BIB	104	Israel's Life & Literature: OT II	3
_____	BIB	103	Creation & Covenants: OT I	3	_____	BIB	105	Biblical Hermeneutics	3
_____	THE	105	Prelude to Bib & Theo Studies	3	_____	LAN	104	Public Speaking	3
_____	LAN	101	English Composition	3	_____	SOC	101	General Psychology	3
_____	COM	102	Intro to Communication	3	_____	COM	202	Principles & Practices	3
_____	COM	100	Communication Seminar	1	_____	COM	222	Co-curricular Credit	1
_____	COM	221	Co-curricular Credit	1					16
				<u>17</u>					

Sophomore Year									
_____	CSV	201	Christian Service I	0	_____	CSV	202	Christian Service II	0
_____	BIB	203	Life of Christ: NT I	3	_____	BIB	204	Early Church: NT II	3
_____	THE	223	Christian Narrative I	3	_____	THE	224	Christian Narrative II	3
_____	PHE	_____	PHE Elective	1	_____	PHE	_____	PHE Elective	1
_____	PHI	201	Intro to Philosophy	3	_____	COM	_____	COM Elective*	3
_____	COM	201	Communication Ethics	3	_____	COM	224	Co-Curricular Credit	1
_____	COM	223	Co-curricular Credit	1	_____	COM	302	Media: Conveyor of Cultural Ideas	3
_____	COM	320	Survey of Marketing	3	_____	HUM	480	Graphic Design*	3
				<u>17</u>					<u>17</u>

Junior Year									
_____	BOT	_____	BOT Elective	3	_____	BNT	_____	BNT Elective	3
_____	THE	323	Christianity Culture I	3	_____	THE	324	Christianity & Culture II	3
_____	SCI	_____	SCI Core	3	_____	COM	_____	COM Elective*	3
_____	SCI L	_____	Science Lab	0	_____	_____	_____	Arts & Sciences Elective	3
_____	COM	330	Survey of Web Design	3	_____	HIS	_____	HIS Core	3
_____	COM	_____	COM Related Elective*	3	_____	MAT	_____	MAT Core	3
_____	LIT	_____	LIT Core	3					18
				<u>18</u>					

Senior Year									
_____	BIB	_____	BIB Elective (BIB, BOT, BNT, THE)	3	_____	BIB	_____	BIB Elective (BIB, BOT, BNT, THE)	3
_____	_____	_____	Arts & Science Elective	3	_____	HUM	422	Christian Perspectives	3
_____	COM	_____	COM Related Elective*	3	_____	COM	_____	COM Related Elective*	3
_____	COM	400	Cross-cultural Experience	0	_____	_____	_____	COM Elective*	3
_____	COM	450	COM Internship	3	_____	COM	470	Senior Project	1
				<u>12</u>					<u>13</u>

Of the 6 electives, required in the major, at least 3 must be COM prefixed. The others (up to 3) may be selected from the approved electives list, found in the Communication Student Handbook, or by approval of the Communication Major Director.

*All elective courses without a COM prefix must be approved by your Communication Advisor prior to registering for these courses.

Appendix B – Scope List

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Degree: Communication

Name: _____ Date: _____ _____ Writing Intensive

CORE

___	COM	100	Communication Seminar	1
___	COM	102	Intro to Communication	3
___	COM	201	Communication Ethics	3
___	COM	202	Principles & Practices	3
___	COM	221	Co-Curricular Credit	1
___	COM	222	Co-Curricular Credit	1
___	COM	223	Co-Curricular Credit	1
___	COM	224	Co-Curricular Credit	1
___	COM	302	Media: Conveyor of Cultural Ideas	3
___	COM	320	Survey of Marketing	3
___	COM	330	Survey of Web Design	3
___	COM	400	Cross-Cultural Experience	0
___	COM	450	COM Internship	3
___	COM	470	Senior Project	1
___	HUM	480	Graphic Design	3

ELECTIVES

___	COM	___	Communication Elective	3
___	COM	___	Communication Elective	3
___	COM	___	Communication Elective	3
___	___	___	COM Related Elective*	3
___	___	___	COM Related Elective*	3
___	___	___	COM Related Elective*	3

_____ **48**

Of the 6 electives, required in the major, at least 3 must be COM prefixed.
The others (up to 3) may be selected from the approved electives list, found in the Communication Student Handbook, or by approval of the Communication Major Director.

***All elective courses without a COM prefix must be approved by your Communication Advisor prior to registering for these courses.**

Appendix C – Co-Curricular Forms

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Co-Curricular Student Contract



<p>COM 221 – This Pass/Fail course provides students with an opportunity to apply the knowledge and skills they are learning in their emphasis. Students, under the supervision of both a faculty advisor and co-curricular supervisor, will complete and track 40 hours of communication field-specific work.</p>					
Student Name					
Site Placement					
Semester Enrolled			Year	20	Start Date
Job Title					
Description of Job Duties to be Performed to Fulfill the 40 Hour Commitment					
Student Signature					
Co-Curricular Supervisor's Signature					

Co-Curricular Completion Report



COM 221 – This Pass/Fail course provides students with an opportunity to apply the knowledge and skills they are learning in their emphasis. Students, under the supervision of both a faculty advisor and co-curricular supervisor, will complete and track 40 hours of communication field-specific work.

Student Name						
Site Placement						
Semester Enrolled			Year 20	Start Date		
Job Title						
Select one evaluation level for each area by marking an "X" under the level that represents the intern's performance.						
Observed Qualities and Abilities		Excellent	Proficient	Fair	Poor	N/A
Demonstrates behavior consistent with LBC's Christian values						
Reliability, Dependability						
Flexibility in managing assigned tasks						
Persistence in the completion of tasks						
Participates as an effective and respectful team member						
For any area that scored a Fair or Poor rating, please provide an explanation.						
Co-Curricular Supervisor's Signature						

Appendix D – Cross-Cultural Experience Approval Form

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Cross-Cultural Experience Approval Form



COM 400 – An approved life experience, designed to challenge and broaden the worldview of a student, by placing him/her in a context that is in contrast to his/her native culture.

Course objectives - Students will:

- 5) Define personal worldview in contrast to that of another culture;
- 6) Identify the emotional, physical and spiritual challenge of cultural adjustment;
- 7) Critique the relevancy and application of biblical truth within another culture;
- 8) Enumerate the characteristics and uniqueness of interpersonal relationships within another culture;
- 9) List possible career options for the student's major field of study, in a cross-cultural context.

Student Name					
Cross-Cultural Experience Location					
Semester Enrolled		Year	20	Date Range	

Please provide a short description of your proposed cross-cultural experience.

Questions to Help Determine Compliance

Question	Yes	No
1) Will you be living in a place that is foreign? (Foreign is defined as a different culture regardless of political borders or distance traveled.)		
2) Is the culture to which you are going, in contrast to your own in terms of concepts of time, relationships, religious orientation, history, and/or value systems?		
3) Will you experience, first-hand, a culture that is not your own?		
4) Will the experience last long enough for you to feel culture shock?		
5) Will you have access to on-site supervision and/or a mentor?		
6) Will you be able to go back home (in the midst of your time) if you do not like the experience?		

Contact information for someone at your cross-cultural site who will be able to reach you in case of an emergency	Name		Phone	
	E-mail		Address	

Advisor's Signature	
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Student's Signature	
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Appendix E – Internship Forms

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Internship Contract



COM 450 – This Pass/Fail course immerses students in pre-professional experiences that allow them to practice and further develop the skills taught in their particular emphasis. Students, under the supervision of both a qualified professional (onsite supervisor) and the internship professor, will complete, track, and reflect on 40 hours per credit of communication field-specific work.

Course objectives - Students will:

- 1) Apply skills developed in their emphasis within real world pre-professional experiences.
- 2) Gain knowledge of the career field through hands on training and completion of contract goals.
- 3) Demonstrate appropriate professional and ethical behavior.
- 4) Operate with a biblical worldview in their interaction with communication professionals.

Student Name					
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Site Placement					
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Semester Enrolled		Year	20	Start Date	
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Please list the personal/professional goals you intend to achieve through your internship

Goal #	Statement of Measurable Goal Related to the Internship Course Objectives

Internship Duties to be Performed	

Onsite Supervisor's Signature	
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Internship Professor's Signature	
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Student's Signature	
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Internship Completion Report



COM 450 – This Pass/Fail course immerses students in pre-professional experiences that allow them to practice and further develop the skills taught in their particular emphasis. Students, under the supervision of both a qualified professional (onsite supervisor) and the internship professor, will complete, track, and reflect on 40 hours per credit of communication field-specific work.

Student Name					
Site Placement					
Semester Enrolled		Year	20	Start Date	
Select one evaluation level for each area by marking an "X" under the level that represents the intern's performance.					
Observed Qualities and Abilities	Excellent	Proficient	Fair	Poor	N/A
Enthusiasm for the experience					
Professional attire					
Demonstrates behavior consistent with LBC's Christian values					
Professional conduct					
Reliability, Dependability					
Ability to cope in stressful situations					
Demonstrates a strong foundation and knowledge of the field					
Flexibility in managing assigned tasks					
Persistence in the completion of tasks					
Prioritization of responsibilities					
Attention to detail and accuracy					
Willingness to ask for and use guidance					
Participates as an effective and respectful team member					
Skilled decision-making					
Independent problem solving					
Ability to synthesize information and communicate it effectively					
Additional Comments					
Based on my experience with this intern, I would select another intern from LBC.				Yes <input type="radio"/>	No <input type="radio"/>
If no, please explain.					
Onsite Supervisor's Signature					

Internship Reflection



LANCASTER
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YOUR JOURNEY. OUR FOCUS.

COM 450 – This Pass/Fail course immerses students in pre-professional experiences that allow them to practice and further develop the skills taught in their particular emphasis. Students, under the supervision of both a qualified professional (onsite supervisor) and the internship professor, will complete, track, and reflect on 40 hours per credit of communication field-specific work.

Student Name					
Internship Professor					
Site Placement					
Semester Enrolled		Year	20	Start Date	

Complete a five to eight page reflection based on your internship experience.
Respond to each of the following sections to complete this reflection.

The Company/Organization

1.1) Provide a brief description of your internship company/organization. (Location, size, purpose/mission)

1.2) Describe the company/organization's role in the community including what products they produce and/or what services they provide. (If appropriate, discuss their target market/consumer/client.)

1.3) Briefly describe of the internal structure of the company/organization and where you fit within that structure.

Job Description

2.1) Provide a job description of the day to day duties and responsibilities undertaken during your internship.

2.2) Provide the nearest professional job title for the work you were doing. Support this choice.

Major Project(s)

3.1) Describe the major project(s) you worked on during the internship period?

3.2) What role did you play toward the completion of the project(s)?

Skill Development

4.1) What skills and qualifications do you think you have gained from the internship?

4.2) What were some of the rewarding and challenging aspects of your experience?

4.3) What significant learning took place during your internship?

Preparation
5.1) How do you think the internship activities that you carried out are correlated with your classroom knowledge?
5.2) How prepared were you to face the challenges you encountered?
5.3) How could LBC have better equipped you to succeed in your internship?
Analysis of Internship
6.1) What expectations did you have upon entering this internship experience? How were these expectations fulfilled or left unfulfilled?
6.2) How has this experience influenced your academic work at LBC?
6.3) How do you think the internship will influence your future career plans?
6.4) Evaluate your Onsite Internship Supervisor. (How were they as a mentor? How were they in providing training and guidance? Did they provide you with challenging opportunities?)
6.5) Based on your experience; would you recommend this internship to other LBC Communication students? (Support your decision.)

Appendix F – Senior Project Proposal Form

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Senior Project Proposal Form



COM 470 – This course will require students to produce work or oversee an aspect of an event related to the student’s emphasis. The course requires students to apply communication skills, theory and best practices in the development of the work or event. The senior project is expected to reflect a biblical worldview by demonstrating how a Christian communication professional can potentially impact their culture for Christ. Prerequisite: COM 202 or permission of instructor.

Course objectives - Students will:

- 1) Produce a work or oversee an aspect of an event that demonstrates proficiency in their communication emphasis.
- 2) Expose an audience to a biblical worldview integrated through their work or event.
- 3) As an independent communication leader function professionally, ethically and morally, from a biblical worldview reflection of LBC's core values.
- 4) Reflect on how the project's design and delivery has the potential to impact culture for Christ.

Student Name					
Project Title					
Semester Enrolled		Year	20	Start Date	

Please list the personal/professional goals you intend to achieve through your senior project.

Goal #	Statement of Measurable Goals Related to the Senior Project Course Objectives

Senior Project Proposal

Senior Project Advisor’s Signature	
Student’s Signature	

Course policy -

- 1) The student, with guidance from the Senior Project Advisor, will develop a short (one or two paragraph) proposal describing the work that will be completed for the Senior Project.
- 2) All Senior Project proposals must be approved prior to starting the project.
- 3) Students will produce Communication artifacts deemed appropriate in scope and depth by the Senior Project Advisor.
- 4) The work shall be an original contribution to the student’s field, reflecting at least 40 hours of planning and development.
- 5) Artifacts produced by the student will be presented to the Senior Project Advisor and an exit interview will be scheduled. This interview must be scheduled at least two weeks prior to graduation.
- 6) A 1-2 page reflection essay will accompany the submission to highlight what was learned and how the project has both met the Senior Project objectives and impacted the student’s view of the profession/emphasis.
- 7) At the exit interview, students will orally present a summary (approximately 5-10 minutes) of their project to the Senior Project Advisor. At that time, the Senior Project Advisor will ask questions suitable to assure that the goals were met and to solicit feedback on the Communication program. (For those students physically unable to complete an oral presentation, a suitable alternative will be developed in conjunction with the Senior Project Advisor and the Director of Disability Services.)

Appendix G – Communication Student Checklist

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Communication Student Checklist



Each Semester	
	Meet with your Major Advisor prior to the open registration period to plan course schedule and discuss your progress in the major.
Sophomore Year	
	Submit your Co-Curricular Forms each semester you are registered: Co-Curricular Student Contract (before logging hours for co-curricular credit), Co-Curricular Time Sheets, and the Co-Curricular Completion Report.
	Meet with your Major Advisor during your sophomore year to begin discussing possible Cross-Cultural Experiences.
	If you are considering registering for a minor, you should have this conversation with your Major Advisor before starting your junior year to assure it can be worked into your schedule without compromising your expected graduation date.
	Meet with your Major Advisor prior to starting your junior year to begin discussing internship opportunities. <i>Note: Students are advised to take the upper-class communication course most directly related to their internship placement BEFORE registering for internship credit.</i>
Junior Year	
	Submit your Co-Curricular Forms each semester you are registered: Co-Curricular Student Contract (before logging hours for co-curricular credit), Co-Curricular Time Sheets, and the Co-Curricular Completion Report. <i>Note: Co-curricular credits should be completed by the end of the junior year.</i>
	Submit your internship forms: Internship Contract (completed before the internship is undertaken), Internship Time Sheets, Internship Report, and Internship Reflection. <i>Note: Your internship should be completed prior to registering for your Senior Project.</i>
	Meet with your Major Advisor prior to starting your senior year to begin discussing Senior Project options.
Senior Year	
	Complete Senior Project Proposal Form.
	Schedule your Senior Project Interview after the public exhibition of your work.
	Complete your Cross-Cultural Experience <i>by the end of your Senior Year.</i>