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ENG 4275-600: Internship in Professional Writing

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English 4275: Internship in Professional Writing

Course Goals and Objectives

Coursework can provide students with the framework necessary to communicate effectively in professional settings; when writing or editing in the workplace, however, the principles learned in classes must be adapted to fit the rhetorical situation (audience, purpose, and context). The internship in Professional Writing is designed to give you practical experience in creating communication that fits the specific needs of a company or organization. Through the course, you will also be given the opportunity to reflect on topics such as organizational culture, enculturation, effective workplace writing practices, collaboration, and technology.

Course Requirements

Internship hours: As part of the course, you are responsible for 150 hours at the organization or company where you have been placed. You and your internship supervisor should establish a weekly schedule of about 10 hours per week. Every two weeks, you will submit to me a timesheet signed by your supervisor.

Observation: Once during the internship, I may observe your work.

Supervisor evaluations: At midterm and again at the end of the semester, your internship supervisor will be asked to complete a brief evaluation of your work and professionalism.

Writing assignments: As part of the course, you will submit writing that demonstrates the professional writing you have done as part of your internship and your reflection on that work.

- *Discussion posts and reading responses* Each week (when we do not have a reading assignment, I will post a discussion question on D2L. You can respond to that question and to other interns' posts. You will also be asked to read three articles and write a one-page response, reflecting on how issues from the article are reflected in your experiences at the internship.
- *Portfolio:* At the end of the internship, you will create a portfolio of all the work that you have composed, revised, or edited (either individually or collaboratively).
- *Self-assessment:* You will write a brief memo discussing the work included in your portfolio, focusing on your strengths, weaknesses, challenges, development, etc.
- *Letter to future interns:* At the end of your internship, you will write a brief letter to future interns who may be considering placement at your internship site. In that letter, you can offer recommendations and advice that you think would be useful to someone in either (1) deciding whether or not to choose that internship site or (2) succeeding at the internship. (I will not share anything you write in this letter with your internship supervisor or anyone else at the internship site, unless you explicitly ask me to do so.)

Meetings with director/other interns

You may meet with me (and if desired, other current interns) at any time during the semester to discuss your placement, the work you're doing, and/or the class materials. I am available to provide resources and feedback—if allowed by your supervisor—for the materials you are creating in your internship.

Note: This course is graded on a Credit/No Credit basis.