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ENG 4275-001: Internship in Professional Writing

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Overview

English 4275: Internship in Professional Writing (undergraduate)

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 spread out over a minimum of eight weeks. Every two weeks, you will submit to Dr. Fredrick a timesheet signed by your supervisor.

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

Onsite observation [*optional at Dr Fredrick's discretion*]: Based on the preliminary supervisor evaluation, Dr. Fredrick may decide to observe you onsite at a time to be scheduled with you and your internship supervisor.

Discussion posts and reading responses: Each week you will respond to two discussion questions on D2L. You can respond to that question and to other interns' posts. For three of the discussion questions, you will be asked to read an article and write a 300-word response, reflecting on how issues from the article are reflected in your experiences at the internship. These questions are designed to be reflected on at different points in your internship, so please do not work more than one week ahead.

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) at your internship site.

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 the 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. (The letter will not be shared with anyone at the internship site, including your internship supervisor, unless you explicitly ask me to do so.)

Note: This course is graded on a Credit/No Credit basis. All of the components above must be completed in order to receive credit for the course.

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 at your internship site.