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ENG 4275/5960-001, 003: Internship in Professional Writing

Terri Fredrick
Eastern Illinois University

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English 4275/5960: Internship in Professional Writing

Director: Dr. Terri Fredrick
Office: Coleman Hall 3070
Phone: 217-714-6028 (cell)
Email: tafredrick@eiu.edu

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.

Meetings with director/other interns: Several times during the semester, you will meet with me and the other interns for that semester. During those meetings, we will discuss your internship experiences as well as some brief assigned readings.

Observation: Once during the internship, I will 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 WebCT. 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. We will use those reflections as the basis for our group discussions.
- *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.

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

ENG 4275/5960: Internship Weekly Syllabus

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| Jan 12–16 | Weekly discussion post: Introductions |
| Jan 19–23 | Weekly discussion post: Expectations vs. reality |
| Jan 26–30 | Weekly discussion post: Training |
| Feb 02–06 | 1st group meeting. Read and write one-page response to “The Developmental Stage Model.” |
| Feb 09–13 | Weekly discussion post: Research |
| Feb 16–20 | Weekly discussion post: Environment |
| Feb 23–27 | Weekly discussion post: Technology |
| Mar 02–06 | 2nd group meeting. Read and write one-page response to “Symbols in Organizational Culture.” |
| Mar 09–13 | Weekly discussion post: Project description |
| Mar 23–27 | Weekly discussion post: Colleagues |
| Mar 30–Apr 03 | Weekly discussion post: Customers and clients |
| Apr 06–10 | 3rd group meeting. Read and write one-page response to “Learning to Write in Organizations.” |
| Apr 13–17 | Weekly discussion post: Learning experiences |
| Apr 20–24 | Weekly discussion post: Open-ended prompt |
| Apr 27–May 01 | Submit final internship portfolio. |