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## ENG 4275-001: Internship In Professional Writing

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**ENGLISH 4275: INTERNSHIP IN PROFESSIONAL WRITING**

Director: Dr. Terri Fredrick

Office: Coleman Hall 3070

Phone: 217-714-6028 (cell)

Email tafredrick@eiu.edu

Office Hours: Monday 10–12, Tuesday 10–11, Thursday 12:30–1:30 (and by appointment)

**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.

# English 5960: Graduate Internship in Professional Writing

Director: Dr. Terri Fredrick

Office: Coleman Hall 3070

Phone: 581-6289 (home) or 217-714-6028 (cell)

Email tafredrick@eiu.edu

Office Hours: M 10–12, T 10–11, R 12:30–1:30 (and by appointment)

## 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, technology, and research in professional settings.

## 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. This breaks down to about 10 hours per week, but you and your internship supervisor may establish an alternate work schedule, if you choose.

**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 semester, 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.
- *Research on issues in Professional Writing:* Drawing on your experience in the internship, you will research through academic sources one issue. You will then write a brief report synthesizing the research and connecting it to your experience.

- *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 two- to three-page single-spaced memo discussing the work included in your portfolio, focusing on the strengths, weaknesses, challenges, development, or possibilities for the future that the work demonstrates.

NOTE: THIS COURSE IS GRADED ON A CREDIT/NO CREDIT BASIS.

ENG 4275/5960: Internship  
Weekly Syllabus

Aug 29–Sep 2	Weekly discussion post: Introductions
Sep 5–9	Weekly discussion post: Expectations vs. reality
Sep 12–16	Weekly discussion post: Training
Sep 19–23	5 <b>1<sup>st</sup> group meeting. Read and write one-page response to “The Developmental Stage Model.”</b>
Sep 26–30	Weekly discussion post: Research
Oct 3–7	Weekly discussion post: Environment
Oct 10–14	Weekly discussion post: Technology
Oct 17–21	<b>2<sup>nd</sup> group meeting. Read and write one-page response to “Symbols in Organizational Culture.”</b>
Oct 24–28	Weekly discussion post: Project description
Oct 31–Nov 4	Weekly discussion post: Colleagues Graduate students: Submit PW issues report
Nov 7–11	Weekly discussion post: Customers and clients
Nov 14–18	<b>3<sup>rd</sup> group meeting. Read and write one-page response to “Ties that Bind.”</b>
Nov 28–Dec 2	Weekly discussion post: Learning experiences
Dec 5–9	<b>Submit final internship portfolio.</b>

## **Portfolio**

At the end of the semester, you will put together a portfolio that includes all the documents you composed, revised, and edited. Some of these documents will be formal, such as annual reports, brochures, and edited articles, while other work might be less formal such as email to colleagues or clients and meeting minutes.

The goal of the portfolio is to demonstrate the work you have engaged in over the course of the semester. You should arrange your portfolio to draw my attention to the different projects and/or types of tasks you have worked on. Your portfolio should be packaged professionally (professionally does not mean “expensively”) to show your work in the best light. The portfolio should be easy-to-navigate. Some tips:

- The closer a document is to the beginning of a portfolio or section, the more attention it generally receives
- Tabs or divider pages draw readers’ attention to categories of information and key points
- Divider pages can include brief explanatory notes that describe what the documents in a section are and under what circumstances they were created
- Readers expect to find everything related to a specific topic in one clearly labeled place

## **Self-Assessment Memo**

Included at the front of your portfolio will be a two- to three-page (single-spaced) memo that discusses your internship work this semester. In discussing your work, you should refer specifically to some of the pieces included in your portfolio as examples.

You may organize your self-assessment in any way you choose. If necessary, you may use one or more of the prompts below to focus your thinking:

- What pieces in your portfolio are you particularly proud of and why?
- What challenges did you face in your professional communication during the internship, and how have you (started to) overcome them?
- What composing, revising, editing, designing, or speaking strengths are demonstrated in the portfolio?
- What areas of your professional communication would you like to continue to improve? What might you do to improve them?
- What are the most important professional communication skills or concepts you have learned through this internship?
- How do you plan to use your professional communication abilities in the future?

# Report on Issues in Professional Writing [Graduate Students Only]

Due: November 11

For this assignment, you will write an 8–12-page research paper on an issue related to your experience in the internship. Your sources for this paper will be scholarly and/or professional.

Because this is a mini-research paper, you need to use only 4–6 sources; however, I do expect to see graduate-level sophistication in your choosing and handling of these sources. You should select your sources based on relevance, credibility, and recency.

In terms of the content of your paper, you may take one of several approaches:

- Present a research synthesis of an issue that has been the subject of some debate in professional communication.
- Make an argument for a particular approach to professional writing, editing, collaboration, etc., drawing on published research
- Analyze differences among different sources across time, by field, etc.
- Apply the arguments made in published research to an example document (e.g., a website, your final project)

Where can you find research for this paper?

- Library database: Communication & Mass Media Complete
- [EServer Technical Communication Library](#)
- *Journal of Business and Technical Communication*
- *Journal of Business Communication*
- *Technical Communication Quarterly*
- *Business Communication Quarterly*
- *Technical Communication*
- [Society for Technical Communication Forum](#)
- [Intecom](#)
- Technical Writing Listserv ([Techwr-L](#))
- Copyediting Listserv ([Copyediting-L](#))
- Association of Teachers of Technical Writing Listserv ([ATTW-L](#))