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# ENG 4275-600: Internship in Professional Writing

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# English 4275: Internship in Professional Writing

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## 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 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.

## 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.

## ENG 4275/5960: Internship Weekly Syllabus

Week 01	Weekly discussion post: Introductions
Week 02	Weekly discussion post: Expectations vs. reality
Week 03	Weekly discussion post: Training
Week 04	<b>1<sup>st</sup> reading response. Read and write one-page response to “The Developmental Stage Model.”</b>
Week 05	Weekly discussion post: Research
Week 06	Weekly discussion post: Environment
Week 07	Weekly discussion post: Technology
Week 08	<b>2<sup>nd</sup> reading response. Read and write one-page response to “Symbols in Organizational Culture.”</b>
Week 09	Weekly discussion post: Project description
Week 10	Weekly discussion post: Colleagues
Week 11	Weekly discussion post: Customers and clients
Week 12	<b>3<sup>rd</sup> reading response. Read and write one-page response to “Learning to Write in Organizations.”</b>
Week 13	Weekly discussion post: Learning experiences
Week 14	Weekly discussion post: Open-ended prompt
Week 15	<b>Submit final internship portfolio.</b>