

English 288 & 386: English Internship

Professor: Dr. Crystal N. Fodrey

Office: Zinzendorf 307

Office Hours: Tuesday and Thursday 1:00 PM to 2:15 PM and by appointment

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Course Requirements

In addition to your duties at your internship site, which will be assigned by your site supervisor—and described on the [Internship Agreement Form](#) available on AMOS which you should have filled out by the end of the first week of classes—I ask you to do the following in order to fulfill the academic component of your internship:

- Attend periodic meetings of the Spring 2016 internship cohort (6 total) prepared to discuss self-chosen readings and issues related to workplace writing in the field(s) represented by your internship (Dates TBA)
- Share a Google Drive folder called “YourFirstName YourLastName English Internship—Spring 2016” with me, where you will do the following:
 - Keep an internship journal (weekly)
 - Provide contextualized examples of your work products during the internship (by April 1)
 - Write an assessment report of your professional development in the internship (end of semester)

All of these assignments are included in this syllabus. This syllabus is the only assignment description you will need from me. Most of your internship will involve work assigned by your on-site supervisor. However, it is important that you make connections and articulate differences between your internship experiences and your academic experiences. This is the primary purpose of the following assignments.

Expectations about your Internship Work

One criterion I use in evaluating written assignments is to look at your writing the way a client or supervisor would look at it. As a professional (or a professional in training), your work should be carefully proofread, it should be contextualized, and it should be labeled with your name and page numbers.

I expect your writing to be **free of careless errors** in terms of spelling, grammar, and punctuation. Correctness is particularly important in an internship because your work reflects not only your own professional competency, but also represents the English Department and Moravian College. Careless work may result in your grade being lowered and/or return of the assignment to you for corrections. Take the time to do it well before you turn it in.

I also expect the work to be **contextualized** so that I (or another reader) can make sense of what you have produced outside of the context of your internship. You create context by writing a paragraph about the piece of writing or editing: When was it produced? For who? For what purpose? Are there

any unique or distinguishing features about the work that a reader should know about? Don't send me documents with no context.

Finally, I expect your work (whether journal entries, work samples, or reports) to be **properly labeled** and when appropriate to **include page numbers**. Include your name, the course, and the date in each text file you add to your Google Drive English Internship folder.

You should follow these guidelines for all the documents you write during your internship, for both me and your supervisor. You should be relentless in correcting error; you should always know the audience and contextualize for that audience; and you should always label (and paginate, when necessary) your work so others can use it easily.

As an intern (or a new employee), you have no way of knowing how your documents will circulate once you email that document to someone. That person may forward it to someone else, who with good intentions may forward it to a third person etc. When you proofread, contextualize, and label your documents, you increase the likelihood that your work will be positively received by these unknown audiences.

ATTENDANCE AND ACTIVE PARTICIPATION IN SIX INTERNSHIP COHORT MEETINGS (20% of grade)

Attendance at all six scheduled meetings is mandatory. The meetings will be scheduled at times when all interns are available to meet, and the location will be secured after we have settled on the days and times. If for some reason you are unable to make it to a meeting in person, you will need to arrange with a fellow cohort member to attend the meeting remotely via Skype, FaceTime, etc. At the first meeting, we will take care of logistics for the rest of the semester, and you will tell each other a bit about your internships—specifically sharing your professional and personal objectives. Be sure to come to the first meeting with contact information for your internship on-site supervisor so I can contact him or her as needed. For the subsequent meetings, we will touch base regarding our questions and concerns about workplace writing, and then spend the rest of the time presenting on articles from professional journals related to the field(s) represented by your internship. Each member of the cohort will present twice, and these presentation dates will be scheduled on the first meeting.

Most professions have professional journals in which scholars in the field, as well as professionals who work outside the academy, publish articles about current research, theory, new practices, and the roles of new technologies in the profession. To find articles for your presentations, go to the library and find at least two of these journals and look at the issues for the past two years. Then find two articles that seem interesting to you because of the work you are doing in your internship, or because they relate in some significant way to your internship, or your professional goals. Your presentation on each article should briefly summarize the article, discuss its relevance to some aspect of your own internship, and promote class discussion on a related issue. You will have roughly 10 to 15 minutes for your talk plus discussion per article.

In order to receive full credit in this category, you must attend all meetings and participate actively, which includes presenting on your articles on assigned dates, contributing to discussions, asking questions, writing when asked to write, listening, respecting your peers and me, and anything else that shows you are actively engaged in the course. **Your grade in this category will be reduced by 3 percentage points for each scheduled meeting that you miss.**

INTERNSHIP JOURNAL (20% of grade)*Due Weekly*

In an “Internship Journal” folder inside your Google Drive English Internship folder you have shared with me, you should write one entry per week about how your internship is going. Each entry should be in a new Google doc file inside the “Internship Journal” folder, labeled by day and be a minimum of 300 words. **These are due by 5 PM each Friday afternoon starting the week of February 1 and ending the week of April 25.** No entry is due the week of spring break. In your journal, describe the work you do from day to day, the people you work with, and the work settings and reflect on the significance of those experiences. Also, please discuss the knowledge and skills that you have gained from your formal education at a liberal arts college that you find applicable to the work in your internship (if any). You should be learning new skills and concepts, as well, and these should be part of your internship record. Finally, please record your feelings and evaluations of the internship experience from week to week.

Many interns initially express doubts about themselves, about the people they work with, and about the internship itself. This seems to be a normal reaction to the professional work experience, and it is similar to what graduates feel during their first weeks or months in a job. If your internship doesn’t begin with such feelings of doubt, that’s great, but I hope it is some reassurance to you that negative feelings are common in the beginning. Please feel free to express these feelings in your journal. Feel free, also, to contact me if you have any concerns about the internship.

Finally if you are not working regularly scheduled hours each week, then you should include a running tally of your hours in your journal, both the hours you worked that week and the current total. If your internship requires regular hours in an office, you need only **tell me your work schedule in your first entry.**

I consider your journal to be confidential. I will not share your journal with anyone in the organization where you interning. You are, of course, free to share it with anyone you wish. Note: Some internships may involve working with proprietary information that must be kept confidential. I do not ask you to include such information in your journal or in any reports or writing samples you submit to me.

Keeping a journal weekly for an entire semester can get to be a grind. Therefore, you can have one free pass that you can use to skip the journal entry. Be sure to email me that you are skipping a week, and there will be no questions asked.

WRITING/EDITING SAMPLES (10% of grade)*Due Friday, April 1 by 5:00 PM*

In your Google Drive English Internship folder, please provide some samples of your work by the date and time listed above. Some internships may consist of work that does involve producing new written materials. If this is the case, please describe the range of work you are completing. Other internships may include work such as routine forms to be filled out. I do not need to see these forms, but again describe your work. If your work products are confidential, I do not need to see it, just describe the general nature of this work.

If your internship does involve writing, editing, or multimedia work, but you have only rough drafts

at this point, please let me see samples of your work in progress, however rough it may be. I want to see some evidence that you are involved in productive activity; however, if necessary, I can wait until later in the semester to see these samples.

When you send me writing samples, please contextualize those samples just as you would the artifacts in a portfolio so that I or another reader can make sense of that work. The easiest way to create context is to write a paragraph about each piece of writing or editing you submit that discusses: when was it produced, for who? for what purpose? Also mention if there are any unique or distinguishing features about the work that a reader should know about.

Please do not share documents for which you have provided no context.

FINAL ASSIGNMENT: STUDENT POST-INTERNSHIP SURVEY & PERSONAL ASSESSMENT

(20% of grade)

Due at the End of Your Internship but no later than Monday of Finals Week at 5:00 PM for Dr. Fodrey and Friday of Finals Week at 5:00 PM for the Registrar's Office

1. First, be sure to complete the [Post-Internship Survey](#) and submit it to the Registrar's Office.
2. Then, to complete your internship, you will also complete a [Post-Internship Personal Assessment](#) in your Google Drive English Internship folder in which you assess your professional development as a result of the internship. This should cover the questions posed on the document above provided by the Registrar's office but could take shape in any number of possible genres or formats. I will set up individual meetings in mid April to determine a plan for this final self-assessment assignment.

EVALUATIONS BY ON-SITE SUPERVISOR (30% of grade)

I will contact your supervisor with more information about the "On-Site Supervisor's Evaluation of Intern Student" evaluations, which are [available here on AMOS](#) for you to view. I will send the evaluation directly to your supervisor and ask for the results to be shared with me and the Registrar's Office; this is not your responsibility. Your supervisor should go over the evaluation with you, but some do not do so unless they are reminded. If you want to discuss your evaluation with your site supervisor, please ask them about it. If they do not discuss the evaluation with you, I will allow you to see it.

FINAL NOTES

If you have any questions about the syllabus or about any of the assignments, please feel free to talk to me. The purpose of these assignments is not to test you, but to give you occasions to reflect and to think critically about your professional work experience and the academic experiences you have had which are supposed to have helped prepare you for a profession. I am happy to discuss these matters with you and to try to help you explore the issues that concern you.

Please feel free to discuss your internship with me if you have concerns about the work, or relationships with people in the organization. Email me to schedule an appointment if you'd like to meet. Otherwise, I will always be available by email.