



## English 3312 Internship in English Studies Course Syllabus

<b>English 3312</b>	<b>Internship in English Studies (3 credits)</b>	<b>Course Syllabus</b>	<b>Fall 2013</b>
<b>Instructor:</b>	Dan Price	<b>Office:</b>	FH 238, San Marcos campus
<b>Email:</b>	<a href="mailto:dp27@txstate.edu">dp27@txstate.edu</a>	<b>Office Hours:</b>	M & T 10-11:30; 1:00 – 2:00 pm
<b>Cell:</b>	512-970-5710	<b>Office Phone:</b>	512-245-3734
<b>Location:</b>	6:30 – 9:15 pm, FH 127	<b>Class Meets:</b>	8/26, 9/9, 9/23, 10/7, 10/21, 11/4, 11/18

### ***Communicating with your Instructor***

#### **Office Hours**

Office hours as above, but it is not a bad idea to contact me beforehand. I sometimes have meetings or other ad hoc commitments. Do not hesitate to send me an email if we need to talk so we can agree on a convenient time for a phone call or a meeting in my office or elsewhere. I live in north Austin, if that is more convenient.

#### **Email Response Time**

Generally I will respond to emails within one day of receiving them. If I plan to be away from my computer for more than a couple of days, I will let you know in advance.

Please indicate the course number, 3312 and the topic of your email in the subject line so I will know to attend to it quickly. **I do not open or respond to emails that do not include subject lines.**

### ***Prerequisites***

Students in English 3312 must have completed both semesters of freshman English (College Writing), the sophomore survey requirement, and preferably at least one skill-oriented English course: 3301, 3302, 3303, 3304, 3306, 3311, 3342, or other approved by a professor in your concentration and the Internship Director.

### ***Course Description and Learning Outcomes***

This course is paired with an internship during which students apply knowledge of writing, editing, design, copy editing, and production in the professional workplace. Students will have worked with professors in their concentration and the Internship Director to establish goals and learning objectives specific to their internships. This course will provide a feedback loop for students actively participating in internships. Specific deliverables include a weekly time sheet signed by the internship supervisor at the internship site, weekly journal entries reflecting the week's activities on the job, and a completed project to be included in the student's job portfolio. In addition, employers are expected to submit mid-term and final evaluations of student performance on the job. The semester will conclude with a presentation to the class and interested English faculty, providing an overview of the student's internship experience and the extent to which the student met the learning objectives defined in the internship agreement. Specific skills used on the job may include document design, web page design, use of graphics, collaborative writing, audience analysis, film editing and development, grant writing and editing, and project management.

## **Learning Outcomes**

The Department of English has adopted student learning outcomes for all its degree programs. These outcomes are available for your review at <http://www.english.txstate.edu>. Pull down the Student Resources menu and go to "Learning Outcomes."

## ***Required and Recommended Materials***

### **Books**

Smith, Herb J. and Kim Haimes-Korn. *Portfolios for Technical and Professional Communication*. Upper Saddle River, New Jersey: Pearson Education, 2007. Print.

### **Attendance**

English 3312 meets only seven times during the semester. You should plan to attend all classes and let me know if you must miss a class. Whether you are in class or not, you are responsible for anything that happens in class and may not make up in-class work you miss unless you have an excused absence.

### ***Major Assignment Summary***

Assignments are posted in each week's Learning Module, which will be visible to you on the Sunday at the beginning of each week.

### **Weekly Journal Entries**

Students are expected to maintain a journal of internship activities, including work assignments, interaction with management and other employees, expectations whether fulfilled or not, on the job learning experiences. Students will share these experiences at the biweekly course meetings.

### **Weekly Time Sheet**

It is your responsibility to track the time you spend on the job and how you spend that time in terms of projects you are assigned to and the type of work you perform on each project. Have the supervisor fill out and sign a time sheet weekly.

### **Job Application Materials**

Prepare a letter of application and resume for your internship. Include a synopsis of how you prepared for your internship interview and your reaction to the actual interview.

### **Portfolio**

The objective of the internship is to enable you to build a portfolio of work you can use to show potential employers that you have skills beyond the academic. With the permission of your employer, secure copies of completed projects in a binder. Each portfolio entry should be accompanied by a one page description explaining the purpose of piece and how the finished document meets that purpose. Explain as well how you arrived at the end product. Were there meetings? Brainstorming sessions? A template to reflect works of similar genre? Your one pager should explain the process of researching, creating, gaining approval for and producing the finished product.

### **Mid-Term Evaluation**

Your supervisor will prepare a mid-term evaluation for the internship director which reviews your performance over the first several weeks of the internship. You will be asked to provide a midterm evaluation of the internship as well form the students' s perspective.

### **Oral Presentation**

A PowerPoint presentation that explains the high and low points of your internship to the rest of the class. This presentation should take between five and 10 minutes during the last class of the semester.

### **Final Evaluation**

Both you and the supervisor will submit an evaluation of the entire internship, what worked and did not work and how the internship can be improved as well as your individual performance appraisal prepared by the supervisor.

## **Grading Standards**

**A** Outstanding work. An *A* document clearly and logically expresses and develops an idea for a particular audience in an interesting way. *A* writing is highly polished and generally contains no errors in the use of English. The professional appearance of *A* work firmly establishes the writer's credibility and allows the intended reader to grasp the point of the document quickly and easily. A manager reading such a document would be highly impressed and would recall the work during performance evaluations.

**B** Very good work. A *B* document does a better than average job of expressing and developing an idea in a clear, logical way, and it is well adapted to the needs of its intended readers. *B* writing contains few or none of the common errors in the use of English. The professional appearance of *B* work is generally neat and polished. A manager reading such a document would be fully satisfied with the job.

**C** Competent work. A *C* document adequately develops an idea for its intended readers, but does little to create a positive impression on them. *C* writing avoids serious errors in the use of English. The professional appearance of *C* work is acceptable but unremarkable. A manager reading such a document would probably ask that it be revised, polished, or redesigned before sending it outside the department.

**D** Unsatisfactory work. A *D* document is flawed by one or more of the following: insufficient attention to the assigned task and its audience, poorly developed ideas, inaccurate information, errors in the use of English, inattention to document design. A manager reading such a document would be troubled by its poor quality and would insist on its extensive revision before allowing it to leave the department.

**F** Unacceptable work. An *F* document is flawed by one or more of the following: failure to accomplish the assigned task and adapt to its audience, failure to develop an idea, serious errors in the use of English, inappropriate or confusing document design. A manager reading an *F* document would consider replacing the author. Repeated *F*s would mean a pink slip.

Internship course grades are credit/no credit with the three hours credit applying to your degree. In order to get credit in 3312, you must pass all course requirements with a minimum grade of B

Your final grade is the class will be averaged as follows:

Journal	150 pts
Weekly Time Sheets	150 pts
Job Application Materials	100 pts
Mid-term evaluation	50 pts
Presentation	100 pts
Final Evaluation	50 pts
Portfolio Project	200 pts
Class Discussion	200 pts
	=====
	1000 pts

## **Assignments and Weights**

Internship course grades are not posted as A, B, C but as Credit/No Credit. The three hours of credit will count toward your degree; however, in order to earn credit for the course a student must have successfully passed all course requirements with at least a B average.

A conventional grading scale is used to determine your final grade:

- A: 90-100%
- B: 80-89
- D: 60-69
- F: below 60

### **Late Work Policy**

Assignments are due at the beginning of class. For every day an assignment is late, 10% of the grade will be deducted. Late assignments or postings will only be excused (no points deducted) for documented emergencies. Bring a doctor's excuse or a note from the Dean of Student's office.

### **Naming and Submitting Documents**

Some assignments may be submitted to the instructor via the Drop Box or email. Be sure any assignments submitted electronically are in a single Word document.

Whenever posting your work electronically, name your file according to the format below. Avoid special characters and spaces in file names. Use a single underline \_ to separate words.

<i>The name of your...</i>	<i>...should follow the format:</i>	<i>Example:</i>
Xxx assignment	LastNameFirstInitial_Xxx.doc	SmithJ_Wk1Quiz.doc
Xxx project	Teamname_Xxx.doc	TeamA_PolicyProject.doc

You are responsible for keeping a back-up copy of all submitted work.

### **Course Logistics**

#### **Conduct and Civility**

Every student is held accountable for abiding by the tenants of required conduct outlined in the TX State Student Handbook (<http://www.dos.txstate.edu/handbook.html>). Students should create a cooperative learning environment and refrain from interfering with the learning of fellow students. When students voice opinions with which you do not agree, feel free to voice your opinion in a polite and civil manner. This approach can help us enhance the free flow of ideas.

#### **Investment in Learning**

Each student is expected to demonstrate investment in learning through your attitude and work ethic. Specifically, each class member will be expected to submit assignments in a timely and correct manner, seek help on a timely basis when necessary, and treat others with respect.

#### **Communication Skills**

All students must have adequate writing skills to communicate content in a professional and concise manner. Students must be proficient in their written presentations including strategies for developing ideas, citing scholarly references, writing style, wording, phrasing, and using language conventions. Students must follow APA guidelines, use non-racist and non-sexist language, and include sufficient references to support their thesis and ideas in the paper. Students who do not demonstrate college level writing skills should expect reduced grades on assignments. Students are responsible for procuring assistance to improve their writing if they enter the course with less than college level skills. Texas State University provides several types of professional services that students may wish to utilize including, but not limited to, services offered by the SLAC Online Writing Lab (<http://www.txstate.edu/slac/online-assistance/owl.html>), the Grammar, Spelling, Punctuation Hotline (<http://www.txstate.edu/slac/online-assistance/gsp.html>), and the Texas State Writing Center (<http://www.writingcenter.txstate.edu/>).

#### **Academic Honesty**

Students must demonstrate high standards of integrity. They should do their own work on all material submitted to meet course requirements, including not collaborating with other students on assignments unless specifically allowed by the instructor. Since dishonesty harms the individual and his/her fellow students, as well as the integrity of the University, School, and profession, the School and University will strictly enforce policies on academic dishonesty. You must read and abide by the academic honesty policies as stated in the Texas State Official Student Handbook. If you have any questions or reservations about this policy or your obligations under it, see your academic advisor immediately.

## Accommodations

Students who have special needs or disabilities and who require accommodations to successfully complete this course must notify the Texas State University Office of Disability Services no later than the first week of class.

## Course Schedule and Due Dates

Following is a list of all the tasks and assignments for the course. Even though some are not graded, you are still expected to complete them.

<b>Week</b>	<b>Learning Tasks &amp; Assignments</b>	<b>Points</b>	<b>Due</b>
Week 1 8/26 6:30-9:15 pm	Intro to Internship in English Studies Orientation and expectations Portfolio project plan discussed		
Week 3 9/9 Guest: Career Svcs	Journal / experience sharing Time sheets / journals collected Employer expectations		
Week 5 9/23 Dr. Greg Hill Career Svcs	Journal / experience sharing Portfolio project plan presented Time sheets/journals collected Self-assessment interpretation		
Week 7 10/7 Guest: Career Svcs	Journal / experience sharing Job application & Interviewing Time sheets / journals collected Portfolio project status		
Week 9 10/21	Journal / experience sharing Mid-term evaluation discussed Time sheets / journals collected Portfolio project status		
Week 11 11/4 Guest: English alum	Journal / experience sharing Time sheets / journals collected Portfolio project submitted		
Week 13 11/18	Final journal entries due Presentations delivered		
Week 15 12/9 8-10:30 pm	Final employer evaluation Student evaluation of internship Employer evaluation of internship		