

WR402 and 403, Writing Internship Prompts | Dr. Brizee

Please post your responses to Dropbox each week by Sunday midnight. For each post, remember, be mature and professional. Read other interns' posts and respond as you feel necessary.

For the first assignment, go to the course Dropbox forum, and please post your internship information there in the following format—you may use MS Word files:

Your name:
Name of sponsoring organization:
Start and end dates:
Position/placement/duties:
Approximate weekly schedule:
Supervisor's name:
Supervisor's address/phone/e-mail

Week 2 - Sep. 7-11: Meeting and Internship Information

Please set up an appointment to meet with me for some time during this week so we can discuss your internship and your goals for the semester. In preparation for our meeting, please read pp. 85-95 on the Learning Contract and draft a set of goals for the semester. If you have been working at your placement through the summer, think about what you have accomplished and what you would like to accomplish by the semester's end.

Here are my office hours for the fall:

- Wednesdays 10:00-12:00, 3:30-4:30
- Fridays 10:00-1:00

If these days/time don't fit your schedule, please let me know, and we can set up an appointment.

Week 3 - Sep. 14-18: Forum Prompt

Please read Chapter 3. Please assess your learning style and offer ways that you believe your learning style could contribute to your placement. What challenges might you face?

Week 4 - Sep. 21-25: Forum Prompt

Please read Chapter 8. What is the mission at your placement site? How do you play a role in that mission? How has your work encouraged your personal, professional, and civic development?

Week 5 - Sep. 28-Oct. 2: Forum Prompt

Please schedule our mid-semester meeting.

Please read Chapter 7. Write about your experiences so far with the chain of command and fellow interns and co-workers. Please answer one question from each category in the "For Further Reflection" section.

Week 6 - Oct. 5-9: Forum Prompt

Please read Chapter 9. What communities do you consider yourself to be a part of? How do they shape the "context of your life"? Do you have a sense of the community dynamics at your placement site? How do these affect you?

**Week 7 - Oct. 12-16: Forum Prompt
Midterm Self-Evaluation**

Fill out and print your mid-term self-evaluation form and bring it to our meeting. Meet with me by October 13.

How are you balancing your intern responsibilities? How are you balancing your internship with your schoolwork? Do you need to make some changes?

Week 8 - Oct. 19-23: Forum Prompt

Please read Chapter 10. Take a look at your goals from the beginning of the semester. Have any of these posed challenges? Have you experienced other challenges in your internship? Has anything happened that you did not expect? This response can refer to positive or negative experiences.

Week 9 - Oct. 26-Oct. 30: Forum Prompt

Please read Chapter 11. Think about a challenge you have experienced; or, you might, instead, examine a challenge that your placement site must work with. How can you employ the eight steps to work toward a solution?

Week 10 - Nov. 3-6: Forum Prompt

Please read Chapter 13. What values define your personal set of ethics? How have you developed your professional set of ethics?

Week 11 - Nov. 9-13: Forum Prompt

Please read Chapter 12. What do you plan to do in the next four weeks to round out your internship successfully?

Week 12 - Nov. 16-20: Forum Prompt

How do you plan to ask someone for a letter of recommendation—if you don't plan to, write about why you won't be asking. Also, what sort of job opportunities do you see at your organization? If you don't see any there, are there similar organizations in Baltimore, D.C., or your hometown that you might contact for a job interview? If you're planning on going to graduate school, how might the skills you've learned during your internship help you?

Week 13 - Nov. 23: Forum Prompt

Please schedule our end-of-semester meeting.

Please read Chapter 14 (omit the client section if you are not working directly with clients). In what ways has your civic development been affected by your internship? What lessons would you pass along to future interns?

[In the closing weeks of your internship, you should be updating your résumé and cover letter to reflect the skills you learned. You should also be adding deliverables and material to your personal portfolio—this will also help you prepare your Internship Portfolio for this class.]

Week 14 - Nov. 30-Dec. 4: Forum Prompt

Please write a thank you letter to your supervisor. What have you learned this term that will help you interview for the next step in your life?

Week 15 - Dec. 11: Portfolio (including your Final Reflection) and Final Evaluation

Complete your portfolio, print it out, and include it in a three-ring binder. Remember to include all of the portfolio items listed in the syllabus. The portfolio is your capstone project, so it should be professional. Bring your portfolio to our end of semester meeting by December 11.

Print out your Final Evaluation and give it to your supervisor with enough time for her/him to complete and mail or fax to me by December 11. Complete the top section of your evaluation and give the evaluation to your supervisor to complete and return to me a week or so before the end of your internship. Your supervisor must sign and date the evaluation. *You must have a supervisor evaluation to receive a final grade*, so confirm that your supervisor completes and sends the evaluation promptly.

Questions to consider for your Final Reflection:

- How have you matured?
- How have you changed?
- What have you learned this term now that you're looking back at your resume and cover letter from the beginning of the semester?
- Assess your development in the personal, professional, and civic realms.
- If you had the chance for a do-over, what might you do differently?
- Do you have advice for the placement site about interns?
- How has this placement developed your own *cura personalis*?