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Office Hours:
Mondays 2:30-3:00
Tuesdays 2:00-4:00
Wednesdays 4:00-5:00
and by appointment

WR402, Writing Internship**Course Texts and Resources**

Dropbox and online resources/readings (I will invite you to Dropbox through email)

Text: *The Successful Internship: Transformation and Empowerment in Experiential Learning* **Second Edition** by Sweitzer and King

The Course

Taking WR402, Writing Internship allows you to receive academic credit for an internship in writing, editing, research, and related fields. During the semester, you will work at your internship organization for approximately 150 hours, scheduled at your discretion with the approval of your internship supervisor/sponsor. You also must complete activities described below to earn the credit.

Before the semester begins, you should have an internship placement lined up. Contact me on how to set up interviews and obtain an internship. If you do not have a copy of the Internship Database, please contact me so I can send it to you to help you find an internship organization.

The course is structured largely as an independent study. We will meet periodically throughout the semester in small groups and/or one-to-one to discuss your experiences review your progress. I will post messages/materials/readings in Dropbox, and I expect you to participate regularly.

As Internship Coordinator, I will serve not only as your instructor, but also as your advisor throughout your internship. If you experience *any difficulty* or problems with your internship, *contact me immediately*. I am here to help you have a rewarding internship experience. Email is usually best for contacting me, but I also have office hours and am on campus quite a bit.

Your Responsibilities

You have certain responsibilities for this course. The first responsibility is prompt, clear communication. Although we may not meet as frequently in person as with other courses, during your internship, our e-mail and forum discussions will serve as effective communication. Be mindful that your email and forum correspondence should be professional: follow conventions expected of professionals. If you are not sure about this, then do some reading (I will have some links/files in our Dropbox site). If I write to you, please respond, and I will return the courtesy. Please do not hesitate to contact me with any questions or problems you might encounter in your internship. You have *seven assignments* to complete throughout the semester—your “deliverables.” See the assignments section for details. Assignment deadlines are posted in our Dropbox site.

Students with Disabilities

Please let me know as soon as possible if you have a disability for which you need accommodations. If

you have questions about University assistance, please contact the Loyola Disability Support Services Office: 410-617-2602.

How to Make the Most of Your Internship

Your internship is more than just an “academic” learning experience. It is a place to gather connections and to network with as many professionals as possible—not just those you work *for* but also those you work *with*: clients, vendors, co-workers, etc.

Some techniques to make the most of the experience include:

- Getting names/contact info for the people you most enjoyed at your internship. They will be your greatest link to the field upon graduation.
- Reflecting on your experience (Dropbox, e-mail reflection, final paper): Is the experience what you expected? Do you have any regrets? Has it helped you figure out what you want to do with your life?
- Keeping samples of things you have worked on and will want to include in your portfolio.
- Staying in touch with contacts via e-mail. They will remember you only if you stay in touch. Let them know you are interested in corresponding with them, especially if you will be looking for a job soon.
- Asking for letters of recommendations from your supervisor(s) or other staff members at your internship. Ask if they would be willing to be a reference on your résumé. Remember though, people are not obligated to serve as positive reference—you have to earn it (that goes for professors, too).

How Your Internship is Graded

While your internship is primarily an experiential learning initiative (i.e., an apprenticeship), it counts for credit as a Writing course. The internship will be graded using the standard letter scale (A to F), and the grade will be based on the following assignments:

- Timely submission of your internship information at the start
- Timely submission of your midterm self-evaluation (I will give you the date)
- The quality of your written work, i.e., weekly Dropbox posts, the e-mail reflection, and the final reflection paper
- Your portfolio of work (both the assigned work from me and the work you do for the organization)
- Your supervisor’s evaluation

Both content and the quality of composition will be evaluated for any written work you provide in support of your work on the internship.

Assignments

1. Internship Information

For the first assignment, go to the WR402 course Dropbox forum, and please post your internship information there in the following format (do not use an attachment):

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

2. Midterm Self-Evaluation

See MidtermInternSelfEval.doc in our Dropbox site.

- This is your self-evaluating midterm report. Your job is to download and print the document from the Dropbox site and complete it honestly.

At best, this evaluation helps you figure out how things are really going at your internship. If nothing else, it gives you some things to reflect on as you continue your internship experience.

3. Internship Dropbox Discussion

Every week, you will post a response in our Dropbox responding to the prompts. Your responses will concern our readings and your day-to-day/week-to-week observations, reflections, frustrations, plans, insights and challenges at work. Sharing your insights with our class can help us all learn from one another's experiences. This forum is open to your peers and me, so be mindful of the semi-public nature of it. Avoid using co-workers' names or venting in an unprofessional manner; this is informal but not private. These posts will serve as material for your final reflection essay.

4. Final Reflection essay

Write a 6-8 page (1,500-2,000-word) reflection essay discussing your experience at your internship (first person, formal essay, MLA style). Consider the following questions:

- What surprised you, amused you, confused you about the first few days on the job?
- What frustrations did you encounter? How did you overcome them?
- How was the experience rewarding to you?
- What did you learn—about the work, people, and the experience of real world of work?
- Has the internship confirmed your career plans or has it done just the opposite?

Please discuss in your paper any concerns about the internship, your supervisor, your duties, schedule, and work completed, etc. Be sure you express concerns professionally.

6. E-mail Reflection

This 200-300 word e-mail to me that distills what you think you learned and accomplished through your internship study. The e-mail should draw from your journal and your final reflection paper. The e-mail reflection will serve as an inspiration to future Writing interns and help them understand better what they can expect from an internship. This reflection should be a formal memo style, not to casual or sloppy.

7. Portfolio

Contents:

- Current résumé and cover letter
- Copies of work you completed during the internship (see below for more info on this)
- Midterm Review
- Final Reflection Paper
- Email Summary

Your portfolio should contain everything you worked on during your internship. The very best materials are the ones with your name—or by line—on them. They might be print outs, printed samples, tearsheets, photocopies, etc. Portfolio materials should be kept in a three-ring binder—maintained in a professional manner so that you can use it during future employment/application interviews. This portfolio will act as proof of your work and efforts during the internship. *Remember: Gather materials as you go rather than wait until the semester's end.*

Portfolio materials may include:

- Materials you edit or collaborate on
- Letters, speeches, bulletins
- Magazine copy/layouts/spreads
- Television/radio scripts
- Video tapes/DVD recordings
- Photographs
- Promotional packets
- Press releases
- News clippings/tearsheets of your work
- Press kits
- Articles
- Television/radio promotions
- Brochures
- Newsletters
- Web site development
- Designs/logos

7. Final Evaluation

See InternFinalEvaluation.pdf in our Dropbox site.

Download and print this form, complete the top section of your evaluation, and give the evaluation to your supervisor to complete and return to me a week 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. Your supervisor may mail the form or s/he may fax to me. Here is my contact information:

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Mail:

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