#### *English 488: Internship in Professional Writing* • *Spring 2013* • *Bi-Weekly Worklog*

Throughout the semester, you will submit several weekly analytical reports. These reports, or "worklogs," should discuss the work you have accomplished, address relevant ideas from class discussion or course readings, and reflect on your experiences. We will often share these documents in class. See the worklog evaluation rubric below for how these documents will be evaluated.

This semester, we are going to try something different for these worklogs. You will write every other week on your internship experiences, but your audience this semester will not be your instructor. Rather, your audience will be future internship students. The goal of this project is for each of you to select several worklogs that you believe are your best, most insightful documents and put them in a book we will create for future students in the 488 class.

Minimum requirements:

Worklog is 2-3 pages, typed, double-spaced.

Worklog is submitted at the beginning of the class meeting it is due.

Worklog demonstrates thoughtful reflection on and analysis of the internship experience.

Worklog adequately addresses the various areas listed below.

Worklog is addressed to future internship students.

# *Worklog Format*

Each worklog should provide a thoughtful reflection on the internship experience and address the following assigned topics. These topics are intended to help you focus your thoughts and reflect on what you are learning through your internship experiences.

Worklog #1: Learning Organizational Culture—Describe your internship site, your co-workers, an your role in the organization. What is its mission or purpose? Who are the stakeholders in the organization? What role does the organization/business play in the community? How are you learning about the organization (through training, checking old files, asking questions, hearing stories, being shown)? If you have a virtual internship, describe what it's like to work online and what future interns might expect.

Worklog #2: Research Skills—What kinds of research are involved in your work? What information sources are you using? What kinds of technology are you using to perform research? What have you learned about how to synthesize and evaluate information? Who are your human sources of information and what are you learning about gathering information from others? What kinds of research skills are you relying on or developing?

Worklog #3: Getting Work Done—Describe the production processes for work in your organization. How do you figure out what needs to be done? Who makes the decisions in your workplace? Are you becoming aware of the steps involved in decision-making? How? What have you learned about solving problems in the workplace? What roles are you being asked to play in this organization? How are you taking initiative on the job?

Worklog #4: Interpersonal Skills—How does communication most commonly occur in your workplace? What are you learning about how, when, where, and why to communicate with others? What kinds of non-verbal signals are at work and how do you deal with them? How have you learned to communicate and work with individuals who are different? Do you feel like an “insider”? Finally, what kinds of audiences are you interacting with and how have you learned those skills?

Worklog #5: Responsibility—What kind of work ethic is supported in this workplace? What are you learning about your strengths and weaknesses in this kind of position and/or in this kind of environment? Are your experiences conflicting with or clarifying any personal values? How? What has surprised you in this internship experience? What do you have left to learn?

Worklog #6: Work-School Relations—How have you applied the theories and techniques you've learned in your classes in your position? How is the local experience of the job different from the experience of school? Can you identify one or more ideas, genres, or formats from your classes that have been illuminated or tested through your internship? What in your academic background has been most useful for your internship?

Worklog #7: Final Internship Assessment—What advice would you give future students who are undertaking an internship in the class. What kinds of internships should they look for? What kinds of advice for getting work done would you give them? Other tips?

***Worklog Evaluation***

You have 7 worklogs this semester, which count for 25% of your grade. I will use the following scale to evaluate your worklogs:

✓+ (strong—writer goes beyond minimum expectations)—5 points

✓ (adequate—writer meets minimum expectations)—3 points

✓– (not adequate—writer fails to meet minimum expectations)—1 point

Here's how these will basically translate into a letter grade for your worklogs:

A = 31-35 points

B = 26-30 points

C = 21-25 points

D = 15-20 points

Note: you must submit all worklogs in a timely manner in order to receive a passing grade for this portion of the course.

Reminder of minimum expectations:

* Worklog is 2-3 pages, typed, double-spaced.
* Worklog is submitted at the beginning of the class meeting on which it is due.
* Worklog demonstrates thoughtful reflection on the internship experience.
* Worklog is addressed to future internship students.