#### *English 488: Internship in Professional Writing*

## *Spring 2013*

|  |  |  |
| --- | --- | --- |
| *Details* | Meeting time:Location:Instructor:Office: E-mail: Office hours:Class website: | Wednesdays 3:30-5:20 p.m.110 Heavilon Hall & 227 HeavilonDr. Jennifer Bay301C Heavilon Halljbay@purdue.eduWednesdays, 1:00-3:00 p.m. and by appointmenthttp://web.ics.purdue.edu/~jbay/intern/ |
| ***Description*** | This course provides you with a continuous period of on-the-job experience as a writer in a professional setting, while participating in a weekly seminar in applied rhetoric. The seminar is designed to contribute to your internship by preparing you for future workplace experiences and by giving you a regular opportunity to discuss observations, problems, and accomplishments that arise on the job.As you proceed with the internship, you will gain practical experience functioning as a writer within a professional organization. You will develop skills in “reading”—or recognizing and analyzing—the culture of your particular organization, and you will apply this knowledge in order to adapt to the workplace environment, contribute to the organization’s work, and eventually identify possibilities for innovation. As the semester progresses, you will become more adept at thinking of yourself as a professional writer, and you will be better prepared to develop and apply your knowledge and analytic abilities to future workplace experiences. The class will take a workshop approach in which we will apply theories of workplace writing to our own internship experiences, share internship projects during class, and work on developing our identities as future professional writers. The first half of each class period will be devoted to discussing and analyzing internship experiences through the lenses of various readings and through one another. The second half of class will focus on developing yourself professionally through your portfolio, online networking, and the job search. Because we may discuss sensitive work-related topics in class and because you may encounter sensitive materials in your workplace, you will need to maintain an ethical awareness of individual and workplace boundaries.  |
| *Materials* | Coursepacket available from CopyMatIf you don't already own a good style manual, you might consider purchasing one or more as reference tools for your internship. I recommend the 16th edition of *the Chicago Manual of Style*. |
| ***Course******Policies******Policies cont.*** | Attendance is required at ***all*** scheduled class meetings and conferences with the instructor. Since this class takes a workshop approach and we meet only once a week, it is essential that you come to class. More than two absences may result in your final grade being lowered by as much as a letter grade. More than three absences can result in a failing grade for the course. Excused absences may be granted for religious holidays or university-sponsored events, provided you make a written request to me no less than two weeks in advance and that you complete any required work before the due date. Being excessively late for class meetings will also be counted as an absence. Come to class prepared to engage with the readings, class peers, and instructor. Remember to bring your texts to class with you and remember to print copies of all documents ***before*** class begins.Remember that we now complete course and instructor evaluations online during the last week of classes. Your feedback is vital to improving education at Purdue University, and I strongly urge you to participate in the evaluation system.In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances. Information about changes in this course can be obtained through email: jbay@purdue.edu.If you have a university-recognized disability that requires an accommodation, please make an appointment with me to discuss your needs. |
| ***Internship Expectations*** | Students enrolled in 3 credits for the course will be expected to work an average of 8-10 hours per week for their internships; students enrolled in 6 credits will work 18-20 hours per week. Depending on the nature of the internship, this work may or may not be completed on the job site. You will be expected to approach your job as responsibly as any regular employee. By taking on the internship, you are making a commitment to go to work when expected, to notify your supervisor if you must miss a day or be late, and to fulfill all your job responsibilities to the best of your ability. Your organization will expect you to demonstrate a fully professional work ethic.You will also be expected to demonstrate flexibility—a willingness to accommodate your fellow workers and to adapt to the particular conditions of your work environment.You must treat your internship site with tact and respect. This might entail, for example, keeping confidential information to yourself or taking care not to show proprietary (company-owned) materials to anyone.Host organizations have the option of terminating your internship at any time. Keep in mind that regular, prompt attendance at your worksite and frequent contact with your supervisor will be the ***minimum*** requirements for fulfilling your organization’s expectations.Very early or even before the semester begins, you will establish 4-8 goals that you intend to accomplish during the internship. These will be developed in cooperation with your supervisor. Examples include:* Conducting research with creativity, accuracy, and completeness.
* Writing documents that are effective in meeting the information needs of their intended readers and that reflect an understanding of the organization’s textual conventions.
* Displaying a positive attitude when provided with constructive feedback on work-in-progress; using feedback from reviewers to revise documents effectively and to improve as a writer.
* Working cooperatively as a team member; demonstrating the ability to compromise and negotiate with others towards a consensus or decision.
* Where appropriate, taking the initiative to make independent decisions or to begin new projects without direct supervision; asking questions when necessary, but managing projects mostly on your own.
* Managing your time effectively; establishing a schedule for tasks and budgeting time appropriately.
* Learning a new writing-related software.

These goals will be listed on the internship work agreement form. Then, you and your supervisor will develop a list of ***specific tasks and responsibilities*** that fulfill those goals. Remember that the goals are the skills and qualities you are striving to develop. The tasks and responsibilities are what you will be doing on a daily or weekly basis to achieve those goals. One example of a *task* would be to correspond with authors via email to remind them of deadlines. A *goal*, then would be to establish a rapport with authors or to learn the kinds of language that is persuasive for authors. At the end of each work week, I would strongly encourage you to write***a weekly progress email*** to your supervisor, detailing what you accomplished that week, what you still need to do, and what you plan to work on next. This is an excellent way of keeping your supervisor informed on your progress; even if you inform your supervisor in person, it will be useful to have these updates in written form. It also gives your supervisor the impression that you are on top of things.Be aware that while you are an intern—meaning you are still learning—you will be expected to show initiative and not rely on asking questions or waiting for explicit instruction after a certain period of time on the job. |
| ***Evaluation*** | Internship itself—50%Your internship supervisor will complete two evaluations of your work for the organization: one at the middle of the semester and one at the end of the semester. Your grade will be determined based on these evaluations, conversations with your supervisor, your weekly progress emails, and on my observations of your work.Worklog—25%A semester-long work log that chronicles your work, reflects on the internship, and makes observations about the workplace culture of the organization. See the attached handout for more information.Professional Portfolio—25%A professional portfolio containing mostly online components that showcases your work and presents you as a professional writer. The portfolio will include your social networking profiles, professional webpage, and samples of your work. See the attached handout for more information on the portfolio.***Note*:** all work must be completed in a timely manner in order to pass the course. |

***English 488 Calendar*** *(additional readings may be assigned as needed; this calendar may be amended to meet the needs of the class)*

|  |  |
| --- | --- |
| January 9 | Introductions to course and to one anotherDiscuss internship work agreements*For next class:* Read Southard, "Protocol and Human Relations in the Corporate World"  |
| January 16 | ***Internship work agreements due***On the job protocols; discuss Southard |
| January 23 | ***Worklog #1 due***Discuss the job search for professional writers*For next class:* Read Lanier, "Analysis of Skills Called for by Technical Communication" |
| January 30 | Developing a professional identityDiscuss Lanier*For next class*: Read Robles, "Executive Perceptions of the Top Ten Soft Skills" |
| February 6 | ***Worklog #2 due***Discuss RoblesDiscuss resumes and presenting yourself on paper*For next class*: Read Roberts and Roach, "Social Networking and Human Resources" |
| February 13 | Discuss Roberts and Roach***Bring resumes to class to workshop/discuss*** (bring copies for instructor and for peers) |
| February 20 | ***Worklog #3 due***Discuss social networking profiles*For next class:* Read Katz, "A Newcomer Gains Power" |
| February 27 | *Mid-semester supervisor evaluations due**No class—*Individual conferences with students about their internship progress |
| March 6 | Discuss power/authority issues and Katz, "A Newcomer Gains Power"***Workshop and review profiles*** |
| March 13 | ***Spring Break—No Class!*** |
| March 20 | ***Worklog #4 due***Discuss portfolio design and print portfolios*For next class:* Read Stitts, "Learning to Work with Emotions" and Reardon, "The Memo Every Woman Keeps in Her Desk" |
| March 27 | Discuss Stitts and Reardon***Bring design draft of portfolio to class to workshop/discuss*** |
| April 3 | ***Worklog #5 due***Discuss writing samples*For next class:* Read Green, "Is the Rookie Ready?" |
| April 10 | Discuss Green case study***Bring writing samples for portfolio to class to workshop/discuss*** |
| April 17 | ***Worklog #6 due***Discuss ethics case in classWork on portfolios during class |
| April 24 | *Worklog #7 due*Bring drafts of completed portfolios to class to workshop/discuss |
| May 1 | *Final portfolios and reflective emails due**Final supervisor evaluations due* |