

ENG 6947 Internship in Texts and Technology

Course Syllabus

Contacting Dr. Flammia:

Face-to Face Office Hours:	By appointment
Online Office Hours:	T, W, & TH 2:00 pm to 4:00 pm
Office Location:	Trevor Colbourn Hall Room 253G
Office Phone	407-823-5596
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Email:	Madelyn.Flammia@ucf.edu
Course credit:	3 credit hours
Mode:	ENG 6947 is W Course (all course activities will occur in Webcourses)

Course Description:

ENG 6947 is an internship course. Students taking this course will intern with businesses and non-profit organizations. Some of the internships will be conducted virtually, while other internships will require students to work on site at the organizations where they are interning. The internships will give students an opportunity to gain practical experience in the workplace and to further develop their communication and technology skills.

Course Objectives:

Upon completion of the course students will have

- Gained experience working in a business setting
- Developed their professional skills and competencies
- Increased their marketability to employers
- Applied their theoretical and practical knowledge in the workplace
- Developed an expanded network of professional associations
- Reflected on their roles as employees and on the workplace experience
- Reflected on the growth and development of their professional skills

Required Text:

No required text.

Library Resources:

In order to conduct research throughout the semester you will want to be sure that you have remote access to the library. Through EZ Proxy, you can access the library remotely.

EZ Proxy

Access to most of the Libraries' databases and electronic journals from off campus is limited to **faculty, staff, and currently enrolled UCF students** and requires that you use EZProxy to login.

Instructions:

- Sign on with your NID and NID password for off-campus access to online journals and databases.
- Problem logging in? Try the [NID Password Reset](#). See the [Off Campus Access](#) page for help and more options.

Evaluation Procedures/Grading Scale:

This course will be graded S/U. Students who complete all the requirements for the course and receive a positive evaluation from their internship mentor will earn a grade of Satisfactory. Students who fail to complete all the requirements or who do not receive a positive evaluation from their internship mentor will earn a grade of Unsatisfactory.

Course Policies:

These course policies relate to issues of attendance, class participation, extra credit, late assignments, plagiarism, academic dishonesty, accessibility accommodation, syllabus amendment, classroom behavior, campus safety, deployed active duty military students, the University Writing Center, and the Gordon Rule. Some of these policies may not apply directly to our course, but they are required on all English Department syllabi.

Attendance/Class Participation:

In an online course, attendance as such is not an issue. However, students are expected to stay current with the assignments.

Make-up Work/Extra Credit:

As a rule, I do not give make-up assignments or extra credit. Plan to do the necessary work to succeed on your assignments, rather than relying on special assignments to improve your grade.

Late Assignments:

Late assignments will not receive full credit.

Plagiarism, Cheating, and Academic Dishonesty:

All work that you submit for this class must be your own, and it must be written exclusively for this course. Also, any sources consulted for your writing must be properly documented. “Rewriting,” in which a student consults a source, changes a few words, and presents the ideas as his/her own, is plagiarism. Plagiarism and cheating of any kind on an examination, quiz, or assignment will result at least in an “F” for that assignment and may also lead to an “F” for the entire course. Plagiarism and cheating subjects a student to referral to the Office of Student Conduct for further action. See *The Golden Rule* for further information (<http://www.goldenrule.sdes.ucf.edu/>). I will assume for this course that you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words, do not cheat by giving answers to others or by taking them from anyone else. I will also adhere to the highest standards of academic integrity, so please do not expect me to change your grade illegitimately or to bend or break rules for one person that will not apply to everyone.

Accessibility Accommodation:

It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please meet with me (with or without a Student Accessibility Services (SAS) accommodation letter) to discuss reasonable options or adjustments. During our discussion, I may suggest the possibility/necessity of your contacting SAS (<http://sas.sdes.ucf.edu/>; Ferrell Commons 185; 407-823-2371; sas@ucf.edu) to talk about academic accommodations. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications.

Syllabus Amendment:

This syllabus may be amended or modified in any way upon notice; most such changes will affect the Course Schedule, so be sure that you know if any due dates change.

Classroom Behavior:

Although our class does not meet in a face-to-face setting, I still expect appropriate collegial behavior when you interact with your classmates online. Students must follow UCF standards for personal and academic conduct as outlined in *The Golden Rule*. Proper conduct entails creating a positive learning experience for all students, regardless of sex, race, religion, sexual orientation, social class, or any other feature of personal identification; therefore, sexist, racist, prejudicial, homophobic, or other derogatory remarks will not be tolerated.

Campus Safety:

To stay informed about emergency situations, you can sign up to receive UCF text alerts by going to <https://my.ucf.edu> and logging in.

1. Click on “Student Self Service” located on the left side of the screen in the toolbar.
2. Scroll down to the blue “Personal Information” heading on the Student Center screen and click on “UCF Alert.”
3. Fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”

Students with special needs related to emergency situations should let me know at the beginning of the semester.

Deployed Active Duty Military Students:

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact me as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

University Writing Center:

The University Writing Center (UWC) is a free resource for UCF undergraduate and graduate students. The UWC's most popular service is the individualized writing consultation: a trained writing consultant will spend thirty minutes with you reviewing your work and making recommendations for revision. The consultant will work with you for an hour if your paper is longer than seven pages or if you are writing a paper with a group. (Under these circumstances, all group members should attend the session.) You can bring your work to the UWC at any point in the process--even if you have not yet started writing. Your consultation will be most helpful if you take the time to:

prepare: identify specific issues on which you want feedback

participate: actively discuss your paper with the consultant

reflect: decide which of the possibilities raised during the consultation will help you

act: revise your paper

The UWC will help with writing in any subject, including out-of-class writing such as job application letters. The UWC will also help you organize oral presentations. After each consultation, you will receive a Record of Consultation (RoC) form that summarizes what was discussed. It is best to make an appointment; however, the UWC does accept walk-ins. You may use the UWC computers to work on your writing without an appointment; available software includes Microsoft Office 2000, and specialized software (Editor, Writer's Helper, Minklink, Inspiration) for brainstorming, organizing, problem-solving, proofreading, and editing. The UWC does not write, proofread, or grade papers. For more information or to make an

appointment, visit the UWC website at <http://www.uwc.ucf.edu>, stop by Trevor Colbourn Hall 109, or call 407-823-2197.

Gordon Rule:

This course is a Gordon Rule course. **The required four assignments which fulfill the Gordon Rule are indicated with an asterisk.** Each has the following characteristics:

1. The writing will have a clearly defined central idea or thesis.
2. It will provide adequate support for that idea.
3. It will be organized clearly and logically.
4. It will show awareness of the conventions of standard written English.
5. It will be formatted or presented in an appropriate way.

In addition, this course requires 6000 words of evaluated writing per English Department requirements.

Description of Assignments:

Each assignment is described in detail. Note the due date and time for each assignment.

Internship Rubric

Due 11:59 pm Wednesday 8/22

There is a link to the Internship Rubric on the course Home Page. You should complete the Internship Rubric no later than 11:59 on Wednesday 8/22.

Be sure to save a copy of the Internship Rubric you complete at the beginning of the semester. At the end of the semester, you will be required to complete the Internship Rubric a second time in order to reflect on how your skills have developed during the course of your internship.

Academic Activity Assignment: All faculty are required to document students' academic activity at the beginning of each course. In order to document that you began this course, please complete the Internship Rubric assignment by Wednesday August 22nd or as soon as possible after adding the course. **Failure to do so may result in a delay in the disbursement of your financial aid.**

Internship Approval Form

Due 11:59 pm Wednesday 8/22

There is a link to the Internship Approval Form on the course Home Page. You should complete the Internship Approval Form no later than 11:59 on Wednesday 8/22. You are only required to

get your mentor's signature on the form. I will sign the form and get Dr. Mauer's signature after you submit it.

Required Virtual Meetings

3:00 to 4:00 pm Wednesday August 29

3:00 to 4:00 pm Wednesday November 14

There are two required virtual meetings. In the first meeting, students will have an opportunity to meet their classmates, and each student will speak briefly about his/her internship. In the second meeting, students will discuss their internship experiences, reflect on what they have learned, and share their accomplishments.

The instructor will provide detailed information on the virtual meetings at the beginning of the semester. Students who have a scheduling conflict should consult with the instructor.

Proposal*

Due 11:59 pm Friday 8/24

In the proposal you should describe your internship. The proposal should begin by giving some background on the company/organization where you will be interning and the name of your mentor at the company. Then you should go on to discuss the duties you will perform and the project(s) you will work on during the course of your internship. You should also explain the relevance of your internship to your studies in the T & T program and to your career goals. Finally, you should include a schedule chart detailing the hours you will spend at your internship during the semester; the chart should include a weekly breakdown of your work.

The proposal should be in memo format and should be two to three single-spaced pages in length. It should include information under these major headings:

Background on Company

Briefly describe the company or organization where you will be doing your internship.

Internship Mentor

State the name and title of your internship mentor.

Duties/Projects

Discuss the duties you will perform and the project(s) you will work on during the course of your internship.

Relevance to Graduate Study and Career Goals

Explain the relevance of your internship to your studies in the T & T program and to your career goals.

Schedule

Attach a schedule chart outlining your weekly schedule for the semester. You may use a table, bar chart, Gantt chart, or any other relevant **graphic representation** of your proposed schedule. The nature of the schedule may depend on whether you are going to be working on one large project or several small projects during the course of the semester.

Internship Blog*

Entries Due 11:59 pm Wednesday 9/5, 10/3, 10/31, 11/28

The purpose of the blog is to record and share your internship experience. There are four required blog entries during the course of the semester; however, you are encouraged to post more than four entries. In fact, you may wish to post entries weekly. The blog entries should briefly describe your accomplishments during a particular period of time; in the entries you should also discuss how the work you are doing relates to your graduate studies both in terms of theoretical perspectives and practical applications. You should feel free to discuss specific courses, assignments, and scholarship and how they relate to your internship. You should also discuss any challenges you have encountered in your work and explain how you have addressed these challenges.

The entries should include both description and reflection. You may also wish to link to other blogs and websites that are relevant to your discussion. **In addition to or in place of textual entries** in your blog, feel free to include video, film clips, or multimedia content.

You are free to use whichever blog tool you like (e.g., WordPress, Blogger), but you **must post a link to your blog** in the Internship Blogs discussion in Webcourses by 11:59 pm Wednesday **September 5th** so that the instructor and your classmates can access it.

In your final blog entry due Wednesday **November 28th**, you should summarize your accomplishments during the internship and relate your work to your research interests and professional goals. Be sure to discuss the value of the internship and the ways it has contributed to your professional development.

Two Important Points Regarding the Internship Blog assignment:

1. **Required Comments on Classmates' Blogs:** You are encouraged to read and comment on all your classmates' blogs. For each of the four blog postings, you will be required to comment on the blogs of two of your classmates. To make sure that you all get

comments, the instructor will provide a schedule for the required comments before the first blog post is due.

2. **Confidentiality:** Before you begin your blog, check with your internship mentor to see if there are any confidentiality issues or other concerns regarding your writing a blog that is publicly available.

Reflection*

Due by 11:59 pm Wednesday 11/28

The reflection should be one to two single-spaced pages in length. After completing the Internship Rubric for a second time at the end of the semester, you should compare the second Rubric with the one you completed at the beginning of the semester. Then you should write a brief evaluation of how your skills developed over the course of the internship. Be sure to discuss the ways in which your internship contributed to the development of your skills; you should also comment on other experiences outside the internship that contributed to the development of your skills. Finally, you may wish to identify any areas where you would like to further develop your professional expertise and gain more experience. Be sure to include your second completed Internship Rubric as an attachment to the Reflection.

Course Schedule:

Week #	Date	Assignments Due
1	8/20	Internship Rubric & Internship Approval Form due by 11:59 pm on Wednesday 8/22; Proposal due by 11:59 pm on Friday 8/24
2	8/27	Required Virtual Meeting 3:00-4:00 pm on Wednesday 8/29
3	9/3	First Blog Entry due by 11:59 pm Wednesday 9/5; Blog Comments due by 11:59 pm Friday 9/7
4	9/10	No assignments due
5	9/17	No assignments due
6	9/24	No assignments due
7	10/1	Second Blog Entry due by 11:59 pm Wednesday 10/3; Blog Comments due by 11:59 pm Friday 10/5
8	10/8	No assignments due
9	10/15	No assignments due
10	10/22	No assignments due
11	10/29	Third Blog Entry due by 11:59 pm Wednesday 10/31; Blog Comments due by 11:59 pm Friday 11/2
12	11/5	No assignments due
13	11/12	Required Virtual Meeting 3:00-4:00 pm on Wednesday 11/14
14	11/19	No assignments due
15	11/26	Fourth Blog Entry due by 11:59 pm Wednesday 11/28; Blog Comments due by 11:59 pm Friday 11/30; Reflection & Second Rubric due by 11:59 pm Wednesday 11/28