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College of Liberal Arts and Sciences  
Spring – 2016  
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## **ENG/ETC/FRE/GER/SPA 316 Undergraduate Internship**

### **Department of English and Modern Languages**

#### **Required Procedures:**

Students must complete an [internship application](#) prior to enrolling in the course. Upon obtaining placement, the student and agency supervisor must complete an [internship contract](#) listing the number of hours to be completed at the agency and the work objectives to be accomplished during the semester. The signed contract also lists the grading criteria for the internship. At midterm time, the supervisor completes a midterm evaluation form regarding his/her intern. The evaluation form is returned by the intern to the internship coordinator. At the end of the semester, the supervisor completes a final evaluation form. The intern completes a final report or prepares a portfolio about his/her internship.

#### **Course Objectives:**

This course provides students with the practical application of skills in journalism, public relations, and/or technical communications at a business concern or not-for profit organization. The internship correlates academic preparation with professionally supervised work experience (thirty clock hours for each hour of credit). Work objectives will be listed on the Internship Contract and signed by the intern, the intern's supervisor, and the Internship Coordinator.

#### **Course Requirements:**

**1. Attendance is mandatory.** If you do not complete the hours required as stipulated in the internship contract, you will fail the course.

**2. Office hours:** Feel free to contact me if you need assistance. I am always glad to meet with students and/or consult via email.

#### **3. University Policies:**

**Grade Appeal Process, University Attendance Policy, Classroom Behavior Guidelines available online at <https://www.missouriwestern.edu/studentaffairs/student-handbook/>**

**4. Academic Honesty in ENG, ETC 316:** Work submitted under your name should be your work. You should clearly identify your duties/responsibilities for any collaborative projects submitted in your internship portfolio or final project. If you deviate from standard style practices (AP, MLA, APA = whatever your agency/supervisor uses), please explain why you have done so.

**5. Student Disability:** If you have been diagnosed with a disability or if you suspect that you may have a disability that has never been diagnosed and would like to find out what services may be available, please visit the Center for Accessibility Resources(ARC) in Eder Hall, room 203N or visit the ARC website at <https://www.missouriwestern.edu/arc/> as soon as possible. This syllabus, as well as all other printed or

electronic materials, can be made available in alternative/accessible formats if requested with sufficient prior notice. Missouri Western is an equal opportunity/affirmative action institution. Students with disabilities (impaired hearing, vision, reading disorders, etc.,) should notify me in writing of their disability on the internship application. I will work out a course of studies/placement for such students.

**5. Grading Policy:** Your grade for the course will be determined in this manner:

**A**

successful completion of work objectives  
excellent and good ratings by the supervisor in the final evaluation  
well-written final report or portfolio  
completion of contracted work hours

**B**

completion of work objectives  
good and average ratings by the supervisor in the final evaluation  
well-written final report or portfolio  
completion of contracted work hours

**C-D**

partial completion of work objectives  
average/poor ratings by the supervisor in the final evaluation  
writing deficiencies on final report or portfolio  
completion of contracted work hours

**F**

Failure to submit contract before Wednesday, September 8, and/or attend mandatory meeting on September 8, complete contracted work hours and/or supervisor's evaluation and/or final report or portfolio

**One-time, Mandatory Meeting:**

All interns enrolled for internship credits will meet at 3:00 p.m. Wednesday, September 7, in the Writing Project Conference Room adjacent to my office at Missouri Western (Eder Hall: Across from the elevator). We will review current placements, work ethics, and course reporting and grading procedures. **Failure to attend this meeting could result in your failure in the internship.**

**Midterm Grade Reports and Procedures: on or about Wednesday, March 16, 2016** I will email a midterm evaluation form to your supervisor when you are midway through your internship, asking that he/she complete it and return it to you in a conference regarding your internship work. **You should be sure that the completed form is emailed to me NO LATER THAN Tuesday, March 22.** (It is acceptable for you to email your own self-reflection at midterm, and I encourage your supervisor to have a productive conversation with you about topics in the midterm evaluation.) If you would like to schedule a midterm intern conference with me, you are welcome to do so. Please call me and/or email me to schedule an appointment at our mutual convenience.

**Final Report (Essay or Portfolio) is Due Friday, May 6, 2016:**

Please realize that your internship course grade will be determined on the basis of your supervisor's final evaluation of your contracted work objectives and your end-of-term internship report (an essay or portfolio)—not on the midterm evaluation.

**Please have the EML student worker place your report in my mailbox in the EML Front Offices Work Room, in Eder Hall 222.**

**You have two options for the Final Report:**

**Both options require a professional resume.** You should have workshopped it before you submit it to me by a Career Services professional staff member critique your resume. **Attach your revised version to the critiqued version in submitting your resume.**

**Final Report Option I:** Write an essay in which you **evaluate** your internship experience (at least five, double-spaced, word-processed pages, spell-checked, and proofread--copy that you would be proud for any faculty member in the department to read as an example of your best, finished and polished work).

Answering the following questions may be helpful to you in drafting your essay. You should draft thoughtful and detailed considerations of these topics and any others that seem relevant to your evaluation of your internship semester:

- (1) To what degree did you achieve your educational and personal objectives in the internship? What activities were conducive to your achievement of your objectives?
- (2) To what extent did your internship affect your career goals?
- (3) How did your internship work relate to your academic studies? What knowledge and skills did you apply in your internship work?
- (4) What did you learn about working with others and about yourself from your experience?
- (5) How do you plan to use your internship experience in the future?

OR

**Final Report Option II:** Prepare a portfolio (web or CD is acceptable) showcasing pertinent examples of your internship work experience. Include a professional resume and a detailed cover letter describing your responsibilities for the work you include in the portfolio. The resume and cover letter should be your best, edited, and carefully-proofread prose.

**Final Evaluation survey email will be sent to your supervisor on or near Monday, May 2 (reply required by Monday, May 9). Final Grades are due to the Registrar from the instructor on Tuesday, May 10.**