

Internship Course Outline

This document is for “for credit” internships only and applies to the following courses: ENG 4950 *Internship*, ENG 5950 *Internship*, CSDY 4950 *Internship*, or CSDY 5950 *Internship*.

Schedule (brief outline)

1. Find an internship, either external or internal, that will give you at least 60 hours of work.
2. Speak with the Internship Coordinator about the internship AND fill out the paperwork to enroll in one of the internship courses.
3. Once the paperwork is completed and the internship has been approved, you will need to complete the *Irregular Enrollment* form and obtain all of the necessary signatures.
 - a. As this course has a variable number of hours, you will need to know how many hours the internship plans to let you work.
 - b. 60 hours of work = 1 hour of internship credit
4. Submit a signed work contract between you and your employer/supervisor showing what is expected of you, both work product- and time-wise.
5. After you have enrolled in the course, you may begin working on your internship hours.
 - a. No hours completed before the paperwork is approved and you are officially enrolled in the course will count toward the internship.
6. At the conclusion of every 30 hours of work that you complete, you will be required to have your supervisor submit a report of your work to your Internship Coordinator.
 - a. You will also complete a progress report for every 30 hours that you complete.
7. Finish the required number of hours at the internship.
8. Complete the portfolio and turn it in to your Internship Coordinator.

Detailed course information

1. Find an internship.

Students should find a company or organization that will allow them to work in some capacity with writing, editing, proofreading, or a similar task. You may begin your search at www.HireBronchos.com. This is a UCO site that lists a number of job and internship opportunities that are both local and not local. You may also choose to look elsewhere or ask some of your professional contacts whether they are aware of any companies or organizations that are seeking writing interns.
2. After you have determined where you would like to work, please e-mail Dr. Laura Dumin, ldumin@uco.edu, to set up a time to meet. During this meeting, we will briefly discuss the internship to make sure that it will be suitable for credit. Once the internship has been approved as suitable for credit, you will need to complete and submit the *Irregular Enrollment* form in order to enroll in one of the following internship courses: ENG 4950 *Internship*, ENG 5950 *Internship*, CSDY 4950 *Internship*, or CSDY 5950 *Internship*. You may enroll for 1-8 credits, depending on the number of hours that you plan to work.

1 credit = 60 hours of work

8 credits = 480 hours of work

3. While working as interns, students will be under the supervision of someone within the company or organization. As you may be both working and attending school, it is up to you and your supervisor to determine when you will work and what will constitute the successful completion of

your hours. You will need to come to an agreement and complete the *Employer/Employee Internship Contract* before beginning work. This form will ensure that students and employers agree about what will be expected in order to complete the internship.

4. Once you are officially enrolled in the course, you may begin working at the internship. At this time, you will be working with the company or organization and should direct questions about your job duties to your supervisor. Although you are receiving credit for working, you are still assumed to be working, so your Internship Coordinator will have minimal involvement with you and your job duties. If, however, there you have a concern that you have tried to address with your supervisor, but that has not been resolved, you may contact your Internship Coordinator for advice.
5. At the conclusion of every 30 hours that you complete on the job, your supervisor will need to complete a template form. This form will ensure that everyone is aware of any concerns that the supervisor may have about the student's work. Students will receive a copy of the form and will be given the opportunity to respond to any negative information in the reports.

Also, for every 30 hours of work that you complete, you will turn in a Progress Report to both your supervisor and your Internship Coordinator. This report will list the tasks that you have begun, the tasks that you have yet to complete, your timetable for completing unfinished tasks, and any problems or concerns that you have with the job at this time.

6. Once you have reached the end of the hours that you agreed to complete, the internship is considered to be over. At that point, you and the company or organization may part ways. If an opportunity arises for you to continue working for the company or organization in either a volunteer or paid capacity, it will be up to you to decide whether the position is one that you wish to accept.
7. After you have completed your internship, you will turn in portfolio to your Internship Coordinator for grading purposes. The portfolio should contain the following items:
 - a. A copy of each of your progress reports
 - b. 2 sample documents from your work
 - i. These documents may include, but are not limited to,
 1. items that you have written (including any feedback and drafts)
 2. items that you proofread or edited (include all drafts to show how your feedback changed the document)
 3. items on which you have collaborated (include a short report of about 1 page discussing how you helped on the document)
 - c. A short 2-4 page report discussing what you learned while on the job, what tasks you found most/least helpful, and what you might do differently if you were to have a job like this again.

This portfolio, along with the reports from your supervisor, will be used to determine your grade for the internship course.