ENG 449/749 (-001, 002, 003, 004): Writing Internship in the Humanities

Be sure to sign up for the section (“002, 003 . . .”) that corresponds with the amount of credits you are taking. For most of you, that is ENG 449-003 (class #49243) and is determined by expected internship hours.

Also note: This is a “for credit” class that doesn’t meet formally as a course. The work is done onsite, at your internship placement. However, there *is* a Canvas site, and some requirements in terms of forms and reviews that need to be attended to in a timely manner. I will guide you through these details as we go. If you are interested in this course, we must meet ahead of time so that we can secure a placement for you before the semester begins. It is also a good idea to anticipate a future semester in order to get a placement secured.

Professor (John) Lane Hall, Spring 2020
Office hours (Curtin 584 or Library Grind) = M/W 8:00am-9:00am &11:00am –12:00 and by email appointment
Email = lanehall@uwm.edu
Mailbox = Curtin Hall 413

note: the url (http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf) contains official information on course policies and procedures according to University guidelines. This is a good resource that outlines your rights as a student, and also explains things such as academic misconduct. (see specific links below)

COURSE GOALS
This internship course will give you the following opportunities:

▪ To apply and strengthen skills you have learned in academia for professional purposes and to develop new skills that can augment your understanding of workplace writing and how to tailor your current skills to meet the needs of positions within the worlds of business, education, publishing and not-for-profit sectors.
▪ To develop and demonstrate high quality writing, editing, or related talent in a professional context, so that you emerge with strong work references and portfolio samples that can add to your credentials for postgraduate jobs.

Every effort will be made to place you in an internship that is a good match with your career goals. These opportunities are always in flux, and are individually arranged after discussing your goals and interests.

COURSE REQUIREMENTS
Work required by your internship supervisor:
70% of your grade will be provided by your internship supervisor, based on the following criteria, all included on evaluation forms that your supervisor will complete and submit to the instructor (me) near the middle of the fall session (between Week 7) and then again close to the end of the semester:

▪ Quality of your writing and editing skills
▪ Quality of skills related to writing (e.g., speaking, interviewing, information gathering, analysis, innovation, creativity, problem solving)
▪ Ability to ask questions as needed and to learn quickly and easily
▪ Receptivity to feedback
▪ Interactions and relationships with others
▪ Attitude and professionalism (demeanor, manner of speaking, professional attire)
▪ Dependability and attendance (regularity, punctuality)

Work required by the course instructor:
30% of your grade will be provided by the course instructor and based on the following:

▪ An initial meeting with me
▪ A midterm report (15%), due by Mon, March 9.
• A final report (15%), due by Fri, May 8.

*Signing the Internship Placement Agreement Form:*
Sometime during the first two weeks of the semester, please meet with your supervisor to fill out this form. After you both complete and sign it, upload it to the “Assignment” section on Canvas, (“Assignment: Agreement Form”).

*Keeping a log of work hours:*
You have enrolled for a specific number of credits for this course, which will translate into the average range of hours you will be expected to spend each week on internship work, as shown in the list below:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Hours per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3-5 hours a week</td>
</tr>
<tr>
<td>2</td>
<td>5-10 hours a week</td>
</tr>
<tr>
<td>3</td>
<td>10-15 hours a week</td>
</tr>
<tr>
<td>4</td>
<td>15-20 hours a week</td>
</tr>
</tbody>
</table>

Please keep a log of your hours to make sure you are averaging work hours within that range. I recommend that you keep this log and submit it to me, via Canvas (“Assignment: Log of Hours”).

*Keeping a weekly journal:*
To prepare for your written midterm and final reports, I recommend that you keep a weekly journal where you record information about the work you completed, strategies you used to prepare for and do well in your internship work, skills you developed, what you learned, problems you encountered and how you handled those, and so on.

*Gathering work samples:*
Keep samples of the work that you do. I will ask you to place several samples of your best internship work (that is not proprietary) in Canvas at the end of the course. (“Assignment: Work Samples”) I also encourage you to place your best samples in an eportfolio or hard copy portfolio that you can share with prospective employers when you’re on the job market. If your internship work has been proprietary or you simply did not produce written work in your placement, be sure to email me to let me know not to expect samples from you at the end of the course.

*Keeping in touch with me:*
Email me right away if you have any questions, problems, or concerns or if you have good news to share. I’m here to help you get the most out of your placement. For example, if you have too much work or too little work each week or you sense that your internship placement is not ideal for you, please contact me as soon as possible. Also, keep in mind that the typical internship is a combination of “routine organizational work” and writing or related work in a protected and supportive setting. If you feel that your internship has too much “routine work” and not enough work related to your program of study OR if you are given responsibilities that are significantly above your skill level with little or no instruction and support, let me know.

Thank you and enjoy your internship!
SYLLABUS ADDENDUM A

Supplement to UWM FACULTY DOCUMENT NO. 1895, October 21, 1993 Revised March 16, 2006 Revised January 24, 2008

Syllabus Links

1. Students with disabilities. Notice to these students should appear prominently in the syllabus so that special accommodations are provided in a timely manner.
   http://www4.uwm.edu/sac/SACltr.pdf

2. Religious observances. Accommodations for absences due to religious observance should be noted.
   http://www4.uwm.edu/secu/docs/other/S1.5.htm

3. Students called to active military duty. Accommodations for absences due to call-up of reserves to active military duty should be noted. Students:
   http://www4.uwm.edu/current_students/military_call_up.cfm

4. Incompletes. A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or to complete some limited amount of term work.
   http://www4.uwm.edu/secu/docs/other/S31.pdf

5. Discriminatory conduct (such as sexual harassment). Discriminatory conduct will not be tolerated by the University. It poisons the work and learning environment of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff.
   http://www4.uwm.edu/secu/docs/other/S47.pdf

6. Academic misconduct. Cheating on exams or plagiarism are violations of the academic honor code and carry severe sanctions, including failing a course or even suspension or dismissal from the University.
   http://www4.uwm.edu/acad_aff/policy/academicmisconduct.cfm

7. Complaint procedures. Students may direct complaints to the head of the academic unit or department in which the complaint occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of the department or academic unit in which the complaint occurred or to the appropriate university office responsible for enforcing the policy.
   http://www4.uwm.edu/secu/docs/other/S49.7.htm

8. Grade appeal procedures. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School.
   http://www4.uwm.edu/secu/docs/other/S28.htm

9. Other. The final exam requirement, the final exam date requirement, etc.
   http://www4.uwm.edu/secu/docs/other/S22.htm
SYLLABUS ADDENDUM B:

Credit Hours

The university has asked departments to break down for students how much time they will spend working on various aspects of their classes.

As the UW System assumes “that study leading to one semester credit represents an investment of time by the average student of not fewer than 48 hours” (UWS ACPS 4), a 3-credit course such as this one will require a minimum of 144 (3 x 48) hours of your time. You may find it necessary to spend additional time on a course; the numbers below only indicate that the course will not require any less of your time.

If this is a traditional, or face-to-face course, you will spend a minimum of
• 37.5 hours in the classroom
• 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
• 31.5 hours preparing for and writing major papers and/or exams.

If this is an online course, you will spend a minimum of
• 37.5 hours reviewing instructional materials prepared by your instructor and placed online
• 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
• 31.5 hours preparing for and writing major papers and/or exams.

If this is a hybrid course, you will spend a minimum of
• 18.75 hours in the classroom
• 18.75 hours reviewing instructional materials prepared by your instructor and placed online
• 75 hours preparing for class, which may include reading, note taking, completing minor exercises and assignments, and discussing course topics with classmates and the instructor in structured settings
• 31.5 hours preparing for and writing major papers and/or exams.

Notes
• The breakdown above is for a standard 15-week semester. In a 16-week semester, the numbers breakdown above changes as follows. Traditional: 40 hours in classroom, 80 for preparation, 24 for papers and exams; online: 40 hours of online instruction, 80 for preparation, 24 for papers and exams; hybrid: 20 hours in classroom, 20 for online instruction, 80 hours for preparation, 24 for papers and exams. Again, these are minimums.
• UWM Credit Hour Policy, University of Wisconsin-Milwaukee Faculty Document No. 2838, can be found at www4.uwm.edu/secu/docs/faculty/2838_Credit_Hour_Policy.pdf.
• UWS ACPS 4, the University Of Wisconsin System Policy On Academic Year Definition And Assorted Derivatives, can be found at http://www.uwsa.edu/acss/acps/acps4.pdf.