



Department of English:  
Internship Syllabus

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**Course Description** For English majors and minors to fulfill upper-division elective requirement. This course facilitates an internship with a corporate business, non-profit agency, or other professional organization. Each internship is tailored to the unique needs of the employer and the specific skills of the student. Possibilities for English internships include the following related fields: journalism, technical writing, editing, education, law, dramaturgy, business communication, and administration. Internships require 120-150 hours of work with the employer for 3 hours of upper-division elective credit. Prerequisites: junior or senior standing. Fall, spring, summer.

**Objectives** Our objectives for the internship are:

- To integrate classroom principles and workplace practice.
- To utilize skills and interests related to the English degree in a “real world” context.
- To gain valuable experience in a structured and supervised work environment.
- To demonstrate competent, ethical, and professional behavior in the workplace.
- To begin creating a professional network outside of academia.

**Required Text** You will work with the Internship Coordinator to choose a text relevant to your particular internship.

**Evaluation** Your course grade will be based on evaluation of the following:

Meetings with Internship Coordinator	10%
Weekly Log	10%
Critical Review	20%
Reflection Paper and Evaluation	30%
Employer Evaluation	30%

**Meetings with Internship Coordinator** Attendance at all scheduled meetings with the internship coordinator is mandatory. These meetings will provide opportunities for me to track your progress on course-related work and to address any concerns or questions that arise before, during, or after the internship.

**Weekly Log** Throughout the internship, you will keep a weekly log of all activities related to the internship. You should have one entry for every 5 hours of work, and

each entry should be approximately one paragraph long. You may type these or write them in a notebook.

Critical Review	You will work with the Internship Coordinator to choose a text relevant to your internship. You will read the text and write a 3-5 page critical review of it. The critical review is due at the end of the internship.
Reflection Paper	At the end of the internship, you will write a reflection paper of 10-12 pages based on your experience. You will turn in the reflection paper in a portfolio that also contains a copy of your: critical review paper, daily log, and samples of your work. I will keep this copy, so be sure to make an extra copy for your own files.
Employer Evaluation	A large percentage of your grade will depend on your employer's evaluation of your work. Your employer will be asked to assess your commitment, willingness to perform assigned tasks, professionalism, promptness, and the quality of your work.
Open Door Policy	Feel free to come see me whenever you need to any problem or concern related to the internship. If you cannot come to my office hours, please make an appointment with me. The easiest and best way to contact me outside of my office hours is via e-mail.
Compliance with Americans with Disabilities Act	The University of Central Arkansas adheres to the requirements of the Americans with Disabilities Act. If you need accommodation under this act due to a disability, contact the Office of Disability Support Services at 450.3135.
<b>Sexual Harassment Policy</b>	Please consult the current UCA Student Handbook for the university's policies regarding sexual harassment.