

Guidelines for WRTG 4V85, Internship in Writing

Before registering for WRTG 4V85, Internship in Writing (variable credit: 1–4 hours), students must have achieved the following:

- 72 hours of coursework
- a minimum 3.25 GPA in Writing program (i.e., major or minor)
- a minimum 3.0 GPA overall
- applied to and been hired for an upcoming internship totaling *120–160 hours more in the term for which the student seeks course credit (e.g., 120–160 hours in 16-week fall or spring term; 120–160 hours in either a 5- or 10-week summer term).

*May be less than 120 hours for 1–2 credit internships but must exceed 160 total hours for 4-credit internships.

In consultation with the Writing Internship Coordinator, Dr. Kyle Mattson (*or a substitute appointed by the School of Communication), interested students must complete and obtain

*Dr. Mattson's approval for the following documents **before** being registered in the course:

- File 1.) Writing Program Ethics Statement to be signed by internship worksite supervisor
- File 2.) Sample Learning Contract to revise and make relevant to the student's individual internship. (Note: The negotiated content of this learning contract will vary depending on the student-specific internship and the number of credits for which a student is registered.)
- File 3.) UCA Internship Waiver (notarized in Conway, Arkansas, if possible). A student may negotiate an alternative to this in-Conway requirement in certain circumstances (e.g., if the student and the internship is out-of-state or overseas at the time a notarized copy is sought).

The following pages include draft samples of the three required files listed above. Interested students—i.e., those who have secured forthcoming internships and who have satisfied all prerequisites/requirements—may email Dr. Mattson at kmattson@uca.edu to obtain current-version copies and negotiate learning-contract outcomes for the number of credits sought.

Note to Potential Internship Partners

Neither the School of Communication, its faculty, or the University of Central Arkansas administration guarantee a student's progress in any internship for which an internship partner selects the student. While professionalism will always be encouraged in our students, internships are learning experiences that include risk of failure. Internship partners assume these risks when participating in internship programs.

Ver. 8.12.2020

Dr. Kyle Mattson, Writing Internship Coordinator,
School of Communication,
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Ethical Considerations of the Intern-Employer Relationship
for Students enrolled in WRTG 4V85, Internship in Writing

To help provide clear guidelines of the ethical relationships that should exist between the employer and the intern, the School of Communication believes the following understandings should be agreed upon for the mutual benefit of interns and internship partners:

1. The internship experience is for the primary benefit of the intern. The experience with the employer should provide meaningful extensions of knowledge gained in the course of the intern's major degree program as the intern expands his/her knowledge of the internship partner's goals, policies, and activities.
2. The internship should maintain an educational focus and should reflect training, which would be given in a "hands-on" educational environment. The skills acquired by the intern should be useful in multiple employment settings related to the intern's field of study and should allow for the intern's meaningful synthesis of "real-world" and classroom experiences.
3. The work performed by the intern should not displace tasks routinely carried out by the traditional employees, and the intern should work under close supervision of existing staff.
4. The employer and the intern understand that the intern is not necessarily entitled to wages for the time spent in the internship, and both understand that the employer is not expected to hire the intern at the conclusion of the internship.
5. The employer and intern understand that the personal and professional relationships existing between the intern and the employer and staff are to meet acceptable and unquestionable guidelines that govern any and all well-run work and educational environments.

Internship Supervisor's Signature:

Date:

Student's Signature:

Date:

Internship Coordinator's Signature

Date:

**UNIVERSITY OF CENTRAL ARKANSAS
STUDENT INTERNSHIP WAIVER**

Please read carefully. It contains information each student needs to read and understand and also contains a release. Students must submit this completed form before registering for credit.

Student's Name: _____

Student's I.D. #: _____

Internship Period: _____

Agency/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

I. Overview

I understand and acknowledge that the University of Central Arkansas (UCA) does not control the way in which the internship work experience and the internship site is structured or operates. In granting academic credit for this internship, UCA affirms that the experience is an appropriate curricular option for UCA students and worthy of credit. UCA makes no other assurance, express or implied, about any travel and/or living arrangements the student has made. UCA does not knowingly approve internship opportunities that pose undue risks to participants. However, any internship or travel carries with it potential hazards which are beyond the control of UCA and its agents or employees, and I assume the responsibility of any and all such risks.

II. My Relationship with the Sponsor

I acknowledge that this internship is solely for educational purposes. I also understand that I will not be an employee or paid for my internship (unless the sponsor otherwise makes provision for payment). I know the sponsor does not have to provide for internships, but is doing so voluntarily with UCA in order to provide additional educational opportunities for students.

I am undertaking this internship for educational purposes, primarily for my own benefit and to further my knowledge, not to displace any workers of the sponsor or provide the sponsor with an immediate advantage; and not with the expectation that I will receive an offer of employment from the sponsor.

I also know that I will not be eligible for unemployment compensation upon the completion of the internship.

I know that UCA prohibits discrimination on the basis of gender, race, color, age, national origin, religion, or disability, and UCA requires the sponsor to affirm that the Sponsor also prohibits any and all discrimination.

III. My Personal Conduct

I understand and agree to abide by all rules and professional standards of the internship site. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise UCA in the eyes of the individuals and organizations with which it has dealings. I acknowledge that I have reviewed all relevant provisions of the *UCA Student Handbook* governing such off-campus conduct, and I acknowledge having received copies of any such written policies, and having been made aware of any other policies. I agree that should persons at UCA responsible for this internship program decide that I must be terminated from my internship because of conduct that might bring the program into disrepute, or the internship into jeopardy, that decision will be final (subject to such review as may be required by the *UCA Student Handbook*) and my result in loss of academic credit for the internship.

IV. Insurance Coverage

I understand that UCA does not have an obligation to provide me with any type of insurance coverage. I state that I have sufficient health, accident, disability, and hospitalization insurance to cover me during my internship. I further understand that I am responsible for the costs of such insurance and for the expenses not covered by this insurance. I understand that if I use my personal vehicle for the benefit of the organization/agency with whom I perform my internship that UCA has no liability for personal injury or property damage, which may result from that use. I agree to rely solely on my personal vehicle insurance coverage and on any insurance coverage provided by my internship organization/agency.

I also understand that UCA assumes no liability for personal injury that I may suffer in the course of my internship and I agree to be responsible for ascertaining whether the organization/agency sponsoring my internship provides worker compensation coverage for me.

V. Release

I understand, acknowledge and agree that the internship site and its use of any facilities shall be undertaken by me at my sole risk. For myself, and my heirs, personal representatives and any others claiming by or through me, I hereby forever waive and release and hold UCA, and its Board of Trustees, officers, and employees harmless from and against any and all claims, demands, injuries, damages, actions, or causes of action, whatsoever to me or to my property arising out of or connected with the internship and with the use of any and all services of facilities associated with the internship, whether or not sponsored by UCA. I hereby forever release, discharge, and covenant not to sue UCA, its Board of Trustees, employees, or agents as to any and all liability that may arise out of any injury or harm to me, death, or property damage resulting from my participation in this internship.

VI. Miscellaneous

I understand that UCA reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the internship program.

I grant permission to UCA to release any and all Faculty Member Recommendation for a Student Internship forms to a sponsor if the sponsor so requests.

I attest that I am over the age of 18 and may legally be employed in the United States of America.

I represent and warrant that I have disclosed all relevant, pertinent information that could affect my ability to successfully complete the internship. If I have any questions about these matters, I know I can visit with officials of UCA and have my questions answered.

This document has been executed in Arkansas, and the laws of Arkansas shall govern its interpretation.

Signature: _____

Date: _____

Student Name: [] UCA ID#: []

Organization: []

WRTG 4385, Internship in Writing

Semester: [Fall 2019]

Internship Coordinator for Semester: []

Internship Worksite Manager: []

For this internship, I will be [add few sentences, here, to provide an overview of your internship responsibilities].

PROFESSIONALISM CLAUSE

I understand that WRTG 4385 is a college course for academic credit. As with other coursework for course credit at UCA, I must complete all work associated with this internship for course credit. I understand that failing to fulfill worksite responsibilities, as determined by the worksite supervisor in reasonable affirmation of the signed ethics statement, will impact my grade negatively, including the possibility of failing the course outright. Importantly, I also understand that I may be dropped for nonattendance in WRTG 4385 if I do not show up for my worksite duties. In other words, my active presence at the worksite is the equivalent of good attendance in WRTG 4385. I also understand that, as a representative of UCA, [] has PRIMARY responsibility over this WRTG 4385 course—even above my internship worksite manager. For this reason, I must keep him "in the know" (i.e., updated) on all relevant facts about my worksite performance. I understand that I may fail the course outright if I do not keep [] regularly updated on my progress at the job site. This expectation also means that I must respond to []'s emails promptly. Lastly, I understand that an internship for academic credit assumes my effective integration of theory and practice, or *praxis*. In other words, I fully expect to critically analyze and reflect on my internship experience through the lens of relevant theory on organizational culture (the focus of my major project).

*DRAFT SAMPLE for WRTG 4385

*Students must develop a credit-specific WRTG 4V85 learning contract in negotiation with Dr. Mattson or his substitute if appointed by the School of Communication in his absence.

Signed: []

UCA Student ID# [] Date: []

Deliverables Required for Internship Worksite/Experience: [List more detailed statement of req'd projects here. Add as many lines as appropriate to list of (should be thorough).]

The key projects that I will complete during this internship include (add additional lines, if needed):

- 1) [REDACTED]
- 2) [REDACTED]
- 3) [REDACTED]
- 4) [REDACTED]
- 5) [REDACTED]
- 6) [REDACTED]

Required for WRTG 4385, Internship in Writing

Provide **updates to [REDACTED] about the progress of my internship** via end-of-week emails. **[I may arrange an appointment with [REDACTED] during office hours (or by email, if necessary).]**

- Maintain accurate timesheets for the term of the internship.
- **In lieu of class meetings, communicate with [REDACTED] as required** (e.g., during office hours, email progress updates, etc.).
- **In consultation with [REDACTED] at to the required page/word count**, write a paper that integrates my personal narrative of the internship experience at [Literacy Action] with a researched theory **about organizational culture or some other relevant topic (as negotiated with [REDACTED])**. For background on workplace culture (or other approved paper theme), cite peer-reviewed and other research using APA, MLA, or AP documentation style (**student's choice, in consultation with [REDACTED]**).
- Three drafts will be written: 1) an outline; 2) a rough draft that amounts to $\frac{1}{3}$ to $\frac{1}{2}$ of the total length (**in consultation with [REDACTED]**); 3) a final draft **due near the end of the term (at a time set by Dr. [REDACTED])**. The total page count and number/types of sources required will be set by [REDACTED].
- Provide copies (digital or print) of final drafts of worksite projects to (faculty email): [REDACTED]@uca.edu (only as approved by worksite manager). Whether digital or print may depend on where these materials are published (e.g., online or in print). Whether you are free to share them may depend on the material being deemed confidential and/or proprietary.
- **Provide any additional materials that [REDACTED] may require** to better understand the full arc of the internship experience.

My Personal Goals for Internship [list at least 3; add additional lines if needed].

- 1) [REDACTED]
- 2) [REDACTED]
- 3) [REDACTED]

Worksite Manager's, or Managers', Contact Information [add as many contacts emails and phone numbers, as necessary; extend to subsequent pages if needed]:

*DRAFT SAMPLE for WRTG 4385

*Students must develop a credit-specific WRTG 4V85 learning contract in negotiation with Dr. Mattson or his substitute if appointed by the School of Communication in his absence.

Signed: [REDACTED]

UCA Student ID# [REDACTED] Date: [REDACTED]