

## **GUIDELINES FOR WRID 4V85 INTERNSHIP: INTERNSHIP IN WRITING, RHETORIC, & INFORMATION DESIGN (WRID)**

Before registering for WRID 4V85, Internship in Writing, Rhetoric, and Information Design, students must have achieved the following:

- 72 hours of coursework
- a minimum 3.25 GPA in WRID program (i.e., major or minor) encouraged
- a minimum 3.0 GPA overall encouraged
- applied to and been hired for an upcoming internship

### **WRID 4v85 (v = variable credit hour)**

<b>*Credit Hours</b>	<b>Total Approximate Hours on Worksite (in-person/virtual)</b>
<b>4</b>	<b>160</b>
<b>3</b>	<b>120</b>
<b>2</b>	<b>80</b>
<b>1</b>	<b>40</b>

After being hired to an upcoming internship, email the WRID Internship Coordinator to request the latest preregistration forms in separated files for completion and signatures.

### **To Enroll in WRID 4v85**

To enroll in the course, you must first secure an internship and complete and sign all required paperwork before the internship begins and for a designated term of study. This step includes obtaining notarization on the UCA Internship Waiver form.

### **Completing the Internship for Course Credit**

You must complete all worksite and academic components during the term for which you are enrolled. Also, if you do not return internship-issued equipment to its owner by the end of the internship, you will earn an automatic F for the course, regardless of your performance otherwise. You may also face legal consequences for holding onto property that does not belong to you.

### **No Retroactive Course Credit Will Be Issued for Any Internship Completed Prior to the Term of Enrollment in Course**

Academic credit will not be granted retroactively under any circumstances.

### **Required Preregistration Forms**

- 1.) WRID Program Ethics Statement to be signed by internship worksite supervisor and student.
- 2.) UCA Internship Waiver (notarized in Conway, Arkansas, if possible). You may negotiate an alternative to this in-Conway requirement in certain circumstances.
- 3.) Learning Contract (negotiated with the WRID Internship Coordinator in light of your individual internship and the number of credit hours sought).

### **Note to Internship Partners**

The School of Communication, its faculty, and the University of Central Arkansas do not guarantee student success in internships for which they are hired. Instead, we encourage professionalism with the understanding students hired to internships are by definition and experience works-in-progress, which always includes the inherent risk they will fall short of the professional expectations worksite managers may expect of them. Internship partners assume these risks when partnering with any UCA internship program.

**Ethical Considerations of the Intern-Employer Relationship  
for WRID 4V85, Internship in Writing, Rhetoric, & Information Design (WRID)**

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: [ ]

Replace the highlighted “v” in following course number with the number of credit hours:

WRID 4[V]85, Internship in Writing, Rhetoric, & Information Design (WRID) Semester: [ ]

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 **WRID 4V85 is a college course taken for academic credit**. Like any other course at UCA, I must complete all required work in order to earn credit. This includes fulfilling all internship responsibilities as outlined by the course and my worksite.

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#### Completing the Internship for Course Credit

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I understand that **failing to meet expectations at the worksite**—as reasonably determined by my worksite supervisor in alignment with the signed ethics statement—**may negatively affect my grade**, including the possibility of failing the course.

I also understand that **regular attendance at my internship site is equivalent to class attendance** for WRID 4V85. If I do not show up and participate as expected at the worksite, I may be dropped from the course for nonattendance.

Additionally, I recognize that the WRID Internship Coordinator **is the primary authority over the WRID 4V85 course**, even more so than my internship worksite supervisor. As a representative of UCA, it is my responsibility to keep the WRID Internship Coordinator informed about all relevant aspects of my worksite internship experience.

**Failure to keep the Internship Coordinator regularly updated on my worksite progress may result in failing the course.** This includes responding promptly to emails and maintaining open communication.

Finally, I understand that this internship is designed to integrate theory and practice—**praxis**—and that I will be expected to **critically reflect on my experience** using relevant organizational culture theory, particularly in connection with my major project.

Signed: [ ]

UCA Student ID# [ ] Date: [ ]

**Deliverables Required for Internship Worksite/Experience:** [List more detailed statement of required 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)

- 2)
- 3)
- 4)
- 5)
- 6)

### **WRID 4V85 Internship Expectations**

As a student enrolled in WRID 4V85, you are responsible for completing the following requirements during the term in which you are registered and actively completing your internship:

- Submit weekly updates to the WRID Internship Coordinator at the end of each week throughout the term.
- Keep accurate timesheets for the full duration of your internship.
- Communicate regularly with the WRID Internship Coordinator in place of attending class meetings. This may include office hour visits, email updates, or other check-ins as needed.
- Write a final paper that combines:
  - A personal narrative of your internship experience at insert worksite name, and
  - A researched theory on organizational culture or another approved topic.
    - Use peer-reviewed and scholarly sources.
    - Cite sources using APA or MLA style (your choice).
    - Paper length and specific requirements should be discussed with the Internship Coordinator.
- Submit three drafts of the paper:
  1. An outline
  2. A partial draft (1/3 to 1/2 of the total length)
  3. A final draft, due during Finals Week at a time agreed upon with the Internship Coordinator
- Share final copies of worksite projects with the WRID Internship Coordinator (digital or print), if approved by your worksite supervisor. Note that sharing may be limited or impossible if materials are confidential or proprietary.
- Provide any additional materials requested by the Internship Coordinator to help assess your full internship experience.

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

- 1)
- 2)
- 3)

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

Signed: [redacted]

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