English 474— Technical and Professional Writing Internship

Department of English

Instructor: Steve Marsden
Classroom: TBA (independent study)
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Department: English and Creative Writing
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Prerequisites: 3.0 GPA, consent of instructor.

Course Description:

Supervised experience in technical and professional writing and editing with an approved organization. A minimum of 140 hours of work for 3 credit hours. Prerequisites: 12 hours in English and consent of instructor.

Course Prerequisites:

12 hours in English and consent of instructor

PLOs: As this course can fulfill the elective requirement for an English major and is required in the Professional Writing minor, the following outcomes will be achieved:

- The student will demonstrate the ability to write clear, grammatically correct prose for a variety of purposes.

Course goals / student learning outcomes

By the end of this course, you should be able to

1. understand the recursive editing processes, and be able to edit a variety of documents
2. understand typical editorial workflow as practiced in their organization
3. be able to use analogue and computer tools and procedures commonly used in the marking and editing of documents as practiced in their organization
4. apply effective collaboration strategies as required by their position
5. write and/ or edit a substantial publication or set of documents, working with authors and designers as required by the needs of your organization
6. apply appropriate document design to documents as needed

Purposes of the Internship include:
1. Giving student an opportunity to practice and develop skills in technical and professional writing and editing.
2. Give student an opportunity to put theory into practice, creating real documents in real situations.
3. Stimulate student interest and commitment in writing professions.

Work Schedule Needed to Receive Credit

All internships are different, and the duties required will vary with your position. Students will complete a minimum 140 clock hours over a semester to earn three hours of internship credit. Students may exceed minimum hours if the objectives of the internship or the needs of the internship-granting organization so dictate.

Student Intern Requirements:

1. Meet prerequisites
2. Adhere to policies of internship-granting organization
3. Meet professional standards and expectations for work completed
4. Write a proposal for the internship, including proposed duties
5. Turn in (appropriately censored if necessary) examples of the documents produced for review by internship coordinator
6. Write intermittent progress reports
7. Collect writing samples for coordinator evaluation
8. Stay in contact with the internship coordinator throughout the semester electronically
9. Provide their own transportation to and from internship site (travel time is not included in the 140 hour minimum)
10. Write a final terminal report on the experience, and present a portfolio of work completed (censored if necessary)

Recommended Texts:

For reference purposes, we recommended the following texts:


Attendance Policy:

Students should meet with the coordinator at an absolute minimum 3 times during the semester. One meeting will occur before the internship begins, one sometime in the middle of the course, and one after internship work is completed. Students must meet attendance requirements for the internship-granting organization. In the event that the student is unable to meet attendance requirements, he or she must immediately contact the internship coordinator.
Grade Determination

Proposal for internship: 10%

Progress reports: 10%

Report of Supervisor: 20%

Sample documents: 30%

Final Portfolio and Terminal Report: 30%

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<th>Percentage</th>
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Assignments

Proposal for Internship

After meeting with the internship-granting organization, and soon after beginning work, the student will write a brief proposal that outlines the student’s duties and responsibilities in clear, concise professional prose.

Progress Reports

Intermittently (at least three times during the semester) the student will file a semi-formal progress report, detailing their work and offering a self-evaluation of their performance.

Report of Supervisor

The supervisor at the internship granting organization will fill out a form and write a very brief report detailing the student’s performance.

Sample Documents

During the semester, the student will send example documents being produced for the internship. If necessary, trade secrets, personally identifying information, and the like may be changed or blanked out of the documents.

Final Portfolio / Terminal Report

At the end of the semester, the student will collect a representative sample of finished documents (again censored if needed) and append a report describing and self-evaluating their work experience.