Description

Supervised experience in technical and professional writing with an approved organization. A minimum of 140 hours of work for 3 credit hours. Prerequisites: junior standing, completion of 12 hours in the technical and professional writing minor, consent of instructor.

Required Materials

A reliable way to store and transfer files (preferably a USB/Flash drive).

Regular access to and ability to use D2L and cloud backup of important files and projects

Strongly Recommended

The MLA Handbook for Writers of Research Papers, 8th edition

or

The style guide of your choice

Note regarding textbooks

Please note that it may be much more cost effective for you to order the books on amazon.com or via another textbook service. However, it is up to the student to make sure that they have their materials in their possession by the time we need them for class.

Course Requirements

Students will complete 140 hours of work under the supervision of the internship coordinator. It is up to the student and the internship coordinator to negotiate when and where the work will take place and how these hours will be tracked.

These hours should be focused on technical communication tasks including but not limited to:

- Writing content
- Designing documents
- Designing for the web
- Working with social media
- Creating videos, podcasts, and other multimodal content
- Editing
- Corresponding with collaborators
**Periodic Meetings**

Every four weeks students are required to schedule a meeting with me to talk about their progress and to discuss any issues they might be having. This could also be a time for students to bring in projects they are working on to showcase their work.

**Weekly Status Reports**

Each week students will submit a formal status report detailing their work activities for that week, including their work hours and the amount of time devoted to specific assignments and tasks. These reports should also include a paragraph or two reflecting on what they are learning about the profession and how this experience may help advance their career. Weekly status reports are due at 5 pm on Fridays.

**Reflective Essay**

At the end of the semester students will write a final, reflective essay (approximately 1200 words) discussing the internship and addressing the following points:

a. What duties/tasks you feel were your technical/professional writing coursework prepared you for in the workplace
b. What new duties/tasks you had to learn about on the job
c. The overall workplace culture of the company sponsoring your internship
d. Your contribution to the workplace culture
e. What you gained from this experience.

**Grading Policy**

Grades will be computed in the following fashion:

- Completion of hours in a satisfactory manner (as assessed by the internship coordinator): 60%
- Meeting Attendance: 10%
- Weekly Status Reports: 10%
- Completion of end-of-semester reflection: 20%

**Withheld Grades Semester Grades**

Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**Special Accommodations**

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify your instructors and outline the accommodation and/or auxiliary aids to be provided.

Failure to request services in a timely manner may delay your accommodations, and no accommodations can be made except through the ODS. For additional information, go to http://www.sfasu.edu/disabilityservices/.
Resources

The AARC offer free writing tutoring, which is available on a walk-in and appointment basis. They also offer online writing tutoring services and workshops about writing-related topics. For more information, go to http://library.sfasu.edu/aarc/, visit them on the first floor of the Steen Library, or call them at 936-468-4108.