

# English 481R

## Writing Studies Internship



### Course Description

For senior English majors and minors. Internships are intended to offer students opportunities to work with instructors and other professionals on task related to the field of English. Students who receive credit for an internship must establish learning objectives with their Faculty Sponsor at the beginning of their internship and reflect on their learning through academic work (i.e., papers, journal, etc.). Students are required to submit an evaluation of their experience at the end of the semester. May be repeated for a maximum of 8 credits toward graduation. May be graded credit/no credit.

### Intern Requirements

By the end of this course, students will be able to:

1. Comply with the internship provider's rules and regulations: report for work on time, complete assignments promptly and effectively, and maintain a professional attitude and appearance.
2. Notify your internship coordinator and/or faculty supervisor of any unavoidable absences, changes in job status, or any difficulties experienced with the internship site or internship site supervisor.
3. Notify your internship site supervisor of any changes in enrollment status.
4. Contact your faculty supervisor and/or internship coordinator to report progress during the semester as specified by the course. You are responsible to follow departmental and course requirements.
5. Complete all assignments on time including the midterm and end of semester Supervisor Evaluations. It is recommended that you meet with the site supervisor regarding this evaluation. Either way, it is recommended that at the end of your experience you receive feedback from the supervisor to help you assess your performance, so you can improve skills in areas that need improvement.
6. Complete 60 hours of work at the internship site for each 1 hour of college credit.

Summer 2024  
Section 001

Modality: Online

Instructor: Shelton Weech

Office: CB 408C

Email: [sweech@uvu.edu](mailto:sweech@uvu.edu)

Office Hours:  
By appointment

### Required Materials

1. Access to email and Canvas

## University Requirements

All students who sign up for Writing Studies 481R must complete the following for the University:

1. Locate an internship opportunity- for help with this step please contact Jolene White, [jolene.white@uvu.edu](mailto:jolene.white@uvu.edu), 801-863-5702, CB 506M.
2. Find a Writing Studies faculty member that will agree to be your Internship Faculty Mentor throughout the semester.
  - Students completing an internship with a professor as an internship supervisor must find a different professor to be their faculty mentor. The supervisor serves as the "boss" over the internship duties, while the faculty mentor serves over the instructor portion of the internship course.
  - For questions with this step please contact your academic advisor.
3. Complete the Internship Orientation Training.
  - You will need the Orientation code at the end of the training to begin your application!
4. Submit your application using the text boxes at the bottom of the page.
  - Have your employer/supervisors contact information ready to complete this application.
  - When all parties have signed and approved your application you will be contacted by your advisor to register for the internship credits.

## Assignments

**Learning Agreement (50 points):** The Internship Learning Agreement is a digital document agreement that interns, internship site supervisors, and faculty instructors should mutually agree upon to determine the goals and objectives of the internship.

**Final Supervisor Evaluation (100 points):** The Final Supervisor Evaluation is completed by your internship site supervisor. This evaluation is used to assess your overall performance during the internship experience and to identify needed areas of improvement.

**Internship Completion Assessment (50 pts):** You will provide self-review and feedback of your experience through the Internship Completion Assessment.

**Initial Report with Meeting (200 pts):** You will have a meeting with your Internship Faculty Mentor at the beginning of the semester. Soon after this, you will submit an initial report that describes the work situation, duties, and responsibilities of your internship. You will need to describe your internship and the work you hope to be completing this semester. Please include the physical address of your company/organization, along with email addresses and phone numbers(s) of your supervisor(s). This report should be 1-2 pages in length.

**Midterm Report with Meeting (200 pts):** You will need to set up a meeting with your Internship Faculty Mentor halfway through the semester. Around this time, you will also submit your Midterm Report. This report is a reflection on the work that you have completed, along with an update on

your internship and any issues that arose or moments of success. This report will be 1-2 pages in length.

**Final Report with Meeting (200 pts):** You will need to set up a meeting with your internship Faculty Mentor at the end of the semester. Around this time, you will also submit your final report. This report is an overall reflection of your internship, on what you accomplished, and on how the internship improved your work experience or other related learning goals mentioned in the first report. This report should be 2-3 page sin length. You should also attach a copy of any major project you worked on at your internship (if available or allowed by the company/organization).

**Writing Studies Reflection (200 pts):** This is a short paper in which you reflect on the relevance and applicability of specific courses and/or assignments and coursework from your Writing Studies curriculum that helped make your internship successful. In other words, how did taking specific Writing Studies courses or doing specific assignments help you in completing your internship tasks? This should be about 1 double-spaced page (about two good paragraphs).

## Grading

The course grade will be determined as follows. All grades are final. I do not round up (or down). This is a Pass/Fail course. **You must receive at least 800 points to be considered passing. Also, all assignments must be completed to earn a passing grade (i.e. you don't get to skip any, even if your points are okay).**

Assignment	Points
Learning Agreement	50
Final Supervisor Evaluation	100
Internship Completion Assessment	50
Initial Report with Meeting	200
Midterm Report with Meeting	200
Final Report with Meeting	200
Writing Studies Reflection	200
TOTAL	1000

## General Course Policies

**Participation and Communication:** Your success in this class is largely dependent on your engagement and daily efforts. You will be expected to respond to emails in a prompt manner. Failure to respond to emails may result in point reduction on weekly assignments.

**Technology Expectations:** Because the reporting of this course will be carried out online, you are expected to have regular access to a computer and the internet. Online access to Canvas is required, and you should be checking your email regularly for updates and communication from your professor. I

also recommend forwarding your Canvas communications to your email so that you don't miss anything.

**Late work:** Just as in any work environment, you are expected to organize your time and meet deadlines. **I generally do not accept late work.** That said, if circumstances arise that make it impossible for you to complete an assignment on time, please reach out to me as soon as possible so we can work something out.

**Contacting the Instructor:** Please contact me via email at [sweech@uvu.edu](mailto:sweech@uvu.edu). I will respond within 1 business day. Don't expect a reply after 6:00pm MST/MDT. If I reach out to you for any reason, **please respond to me** within a similar timeframe. This way I don't have to wonder if I reached you or not.

My office hours are by appointment. I am happy to meet via Teams. If you can't stop by my office in person, please send me an email so we can make arrangements.

**Attendance:** While this is not an in-person class, your regular participation is required. **Failure to engage in regular assignments for more than 3 total weeks over the course of the term will result in an automatic failing grade.**

**Artificial Intelligence:** This course is about communication, and as such, I expect you to do the writing for this course yourself. AI-powered writing tools like Chat-GPT can be useful invention resources, but they should not be doing your writing for you. The UVU English department acknowledges the potential usefulness of AI for writers, but copy/pasting the exact wording from an AI is considered plagiarism and will be treated as such.

## UVU Policies

**Student Rights and Accountabilities:** On its Student Rights and Accountabilities page (<https://www.uvu.edu/studentconduct/students.html>) UVU specifies that all UVU students are expected to conduct themselves in an appropriate manner acceptable at an institution of higher learning. All students are expected to obey the law, to perform contracted obligations, to maintain absolute integrity and high standards of individual honesty in academic work, and to observe a high standard of conduct for the academic environment.

The Student Rights and Responsibilities Code outlines for students what they can expect from the University and what the University expects of them. Students should review their Rights and Responsibilities. The Student Code of Conduct (<https://policy.uvu.edu/getDisplayFile/5bedd0ef7b23736d542192e3>) also outlines the process for academic appeals, and appeals related to misconduct and sanctions.

**Plagiarism:** The Student Rights and Accountabilities (<https://www.uvu.edu/studentconduct/students.html>) also discusses UVU's policy and procedure regarding plagiarism, which includes different types of academic misconduct, such as cheating, plagiarism, or fabrication. Sanctions, conduct resolution, and due process are also covered on this page. Students need to familiarize themselves with UVU's procedures in an effort to avoid any form of academic misconduct.

In addition, The Department of English's Policies and Procedures page (<https://www.uvu.edu/english/resources/policies-procedures.html>) provides detailed information about plagiarism, as well as the sanctions it will implement in cases of academic dishonesty. In cases of intentional plagiarism, students will receive a failing grade on the assignment and may also fail the course depending on the severity of the incident.

**Nondiscrimination Policy:** UVU is committed to preparing all students for success in an increasingly complex, diverse, and globalized society. We value and promote collegial relationships and mutual respect among students, faculty, staff, and the community. We acknowledge and seek to address the needs of populations who are underserved as well as students with varying levels of academic preparation. Since your experience in this class is important to me, it is my intent to promote civility and respect the voice, dignity, and potential of each individual. I aim for an inclusive learning environment that provides equitable opportunities and fosters the understanding, appreciation, and recognition that diversity and individual differences are a source of strength. I aim for a course that is respectful of diversity including age, culture, disability, ethnicity, gender, nationality, race, religion, sexuality, and socioeconomic status.

Please contact me if you need to talk about any issues you are facing. I value any suggestions on how to improve the effectiveness of this course. If that feels uncomfortable to you, you can contact the Inclusion and Diversity Committee to ask for help and support.

**Equity and Title IX:** Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Students who believe they have been excluded from participation in, denied the benefits of, or discriminated against because of their sex may contact the EO/AA office to make a report, ask questions, or share concerns by email at: [titleix@uvu.edu](mailto:titleix@uvu.edu), in-person at BA-203, or by phone at: (801) 863-7999. To learn more about the Equity and Title IX office please visit us online at: <https://www.uvu.edu/equityandtitleix/>.

**Religious Accommodation:** UVU values and acknowledges a wide range of faiths and religions as part of our student body, and as such provides accommodations for students. Religious belief includes the student's faith or conscience as well as the student's participation in an organized activity conducted under the auspices of the student's religious tradition or religious organization. The accommodations include reasonable student absences from scheduled examinations or academic requirements if they create an undue hardship for sincerely held religious beliefs. For this to occur, the student must provide a written notice to the instructor of the course for which the student seeks said accommodation prior to the event. The UVU campus has [a place for meditation, prayer, reflection, or other forms of individual religious expression](#) as is described on their website.

**Accessibility and Accommodations:** The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, as amended, prohibit Utah Valley University from engaging in discrimination on the basis of disability in any program or activity. Discrimination is also prohibited in all aspects of employment against persons with disabilities who, with reasonable accommodation, can perform the essential functions of a job. Students who believe they have been denied program access or otherwise discriminated against because of a disability are encouraged to initiate a grievance by contacting the Accessibility Services Director, Sherry Page at 801-863-8747. Employees can contact the ADA Coordinator, Irene Whittier at 801-863-8389.

Upon request, this information is available in alternative formats, such as mp3, Braille, or large print. To request this format, email [asd@uvu.edu](mailto:asd@uvu.edu).

Students needing accommodation due to a disability including temporary and pregnancy accommodations may contact the UVU Accessibility Services at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) or 801-863-8747. Accessibility Services is located on the Orem Campus in LC 312.

## English 481R Course Calendar

*This calendar will be periodically adjusted to meet the needs of the class. Readings may change or additional readings may be added. Assignments are due on the last day of the week specified at 11:59 p.m.*

	<b>Assignments due</b>
<b>Week 1</b> May 8 - 12	<b>Learning Agreement</b> <b>Meeting with Professor</b>
<b>Week 2</b> May 13-19	<b>Initial Report</b>
<b>Week 3</b> May 20-26	
<b>Week 4</b> May 27-June 2	
<b>Week 5</b> June 3-9	
<b>Week 6</b> June 10-16	
<b>Week 7</b> June 17-23	<b>Midterm meeting with Professor</b>
<b>Week 8</b> June 24-30	<b>Midterm Report</b>
<b>Week 9</b> July 1-7	
<b>Week 10</b> July 8-14	
<b>Week 11</b> July 15-21	
<b>Week 12</b> July 22-28	
<b>Week 13</b> July 29-Aug 4	<b>Final Meeting with Professor</b>
<b>Week 14</b> Aug 5-9	<b>Final Supervisor Evaluation</b>  <b>Internship Completion Assessment</b>  <b>Final Report</b>  <b>Writing Studies Reflection</b>