ENGL 466: WRITING INTERNSHIP
University of South Carolina Beaufort
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This course provides a structured but flexible opportunity for English majors to earn course credit for an internship that focuses on writing, editing, proofreading, and/or research. Through time spent “on the job,” reading theoretical and practical literature about workplace writing, and in consultation with me, students will also learn how to craft job documents, articulate a personal strategic plan, navigate organizational cultures, and write effectively for diverse audiences.

ABOUT THE COURSE
Here are some quick facts about the course:

You must arrange your internship yourself. The Department will maintain a list of local organizations interested in taking USCB English interns and will provide help and advice, but you should pursue the internship as you’d pursue a job—that is, you should contact the desired organization, submit requested documents, complete an interview, and negotiate work to be done and pay (if any). This process takes time and should be completed before the semester you intend to take the course.

There are no official class meetings, but you will be required to meet with me from time to time. The course can be taken during the Fall semester, Spring semester, and the Summer (you’ll register for Summer II). You must be taking the course while you’re doing the internship; no retro-active credit will be given.

This course is pass/fail. To pass the course, you must submit all required documents to me (and they must be of adequate quality), you must work at least 80 hours on the internship, and you must meet the expectations negotiated in the Internship Agreement with your site supervisor.

This course is variable credit, 1-6 credit hours, depending on how many hours you work on the job: 1 credit hour = 80 work hours, for a maximum of 6 credit hours (480 work hours). The time you spend on documents you produce for me does not count toward this total. You may earn up to 6 credit hours in the course during your college career. The course counts as a General Elective (not as an English elective).

There are prerequisites. At the beginning of the internship, you must have

- English as a declared major,
- a B or better in 9 hours of 200-level or higher English courses,
- a B or better in ENGL 190 (for a journalistic internship) or ENGL 463 (for business/organizational internship),
- junior or senior standing (at least 60 collegiate hours),
- at least a 3.0 cumulative GPA, and
- my permission.

Objectives and Outcomes
Students who pass English 466 will meet the expectations negotiated in the Internship Agreement with the employer and will submit a variety of documents to the instructor, including a final portfolio of the work completed on the internship. Students will learn how to craft job documents, articulate a personal strategic plan, navigate organizational cultures, and write effectively for diverse audiences in a workplace setting.
Texts


Grades

This course is pass/fail. To pass the course, you must submit all required documents to me (and they must be of adequate quality), you must work the required hours on the internship, and you must meet the expectations negotiated in the Internship Agreement with your site supervisor. I will make a holistic decision about whether you pass or fail based upon the quality of your documents, the professionalism of your behaviors and correspondence, and the evaluation of your site supervisor.

REQUIRED COURSE DOCUMENTS

You’ll receive detailed instructions for writing the documents mentioned below.

Preparing for the Internship

Students should treat the search for an internship as a job search. That means you should carefully study yourself (your knowledge, skills, abilities, and interests) and possible organizations where you would like (or find it possible) to work. You should complete drafts of the following documents during the semester before you intend to do the internship, in consultation with me.

- Resume
- Cover Letter
- Personal Strategic Plan (memo format, 3-4 pages)

Once you have secured an internship, you and your site supervisor should complete the Internship Agreement Form, and submit it to me. Then, and only then, will you be cleared to register for the course.

During the Internship

During the Internship, keep a Daily Log of hours worked, detailing duties assigned and completed during the internship. In your log, also record your impressions about the work you are being asked to do, whether you feel prepared for it, your challenges, and your successes. This daily log will help you write your midpoint progress report and final report.

By the second week of the internship, submit your answers to the Editing, Style, and Design Exercises (based on your study of Kitty Locker’s book and materials I give you) to me.

At the midpoint of your internship (8 weeks if Fall/Spring, 4 weeks if Summer):

- Submit your Progress Report (memo, 1-2 pages) to me.
- Submit your Organizational Culture Report (memo, 2-3 pages) to me.
- Ask your site supervisor to complete the Midterm Intern Evaluation Form and submit it to me.
After the Internship

The following documents are due to me the last day of classes for the semester:

- Your **Daily Log**
- **Portfolio** of work completed for the internship, with 1-2 page cover letter describing its contents
- **Final Report** on the internship, with academic research (memo, 3-4 pages)
- Revision of **resume, cover letter, and Personal Strategic Plan**
- **Brief Evaluation** of the internship program (memo, 1 page).

Your site supervisor must also submit the **Final Intern Evaluation Form** to me.

**OTHER POLICIES**

**Attendance and Professionalism**

This course has no formal meetings. You will be expected to meet with me at mutually agreeable times to discuss the internship. You, of course, are expected to show up for work when your employer expects you to be there.

You should behave professionally in all your interactions with me and your employer. This includes showing up for work, working while you are there, and abiding by the employee handbook of the internship organization.

A word about e-mail and your e-mail address. You must have a working e-mail address that you check regularly because e-mail will be our primary form of contact. I advise you to use your email.uscb.edu address, especially if you contact an employer by e-mail. Don’t use something like awesome_andy@hotmail.com or mesohot1@gmail.com. Not that you’d do that. See [http://www.career.vt.edu/JobSearchGuide/Email.html](http://www.career.vt.edu/JobSearchGuide/Email.html) for more tips.

**Accommodations**

If you have a physical, psychological, and/or learning disability which might affect your performance in this class, please contact the Office of Career Services/Disability Services at 843-208-8262 as soon as possible. The Career Services/Disability Services Office will determine appropriate accommodations based on medical documentation. Please refer to the USCB Student Handbook, the USCB Bulletin, or the USCB web site for more information.

**Policy on Academic Integrity**

You are expected to abide by the University’s honor system: see your Student Handbook. Note also the USCB Plagiarism Policy:

Plagiarism, even a first offense, will result in a failing grade for the course. For more information on campus policies see the USCB Catalog and/or visit the USCB website at [http://www.uscb.edu](http://www.uscb.edu). For more information on plagiarism, see: [http://library.uscb.edu/plagiarism.htm](http://library.uscb.edu/plagiarism.htm).