

# Syllabus



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## Contacting Dr. Flammia:

<b>Face-to Face Office Hours:</b>	By appointment
<b>Online Office Hours:</b>	T, W, & TH 2:00 pm to 4:00 pm
<b>Office Location:</b>	Colbourn Hall Room 417G
<b>Office Phone:</b>	407-823-5596
<b>FAX:</b>	407-823-6582
<b>Email:</b>	<a href="mailto:Madelyn.Flammia@ucf.edu">Madelyn.Flammia@ucf.edu</a>
<b>Course credit:</b>	3 credit hours
<b>Mode:</b>	ENG 6947 is W Course (all course activities will occur in Webcourses)

## Course Description:

ENG 6947 is an internship course. Students taking this course will intern with corporations and non-profit organizations. Some of the internships will be conducted virtually, while other internships will require students to work on site at the organizations where they are interning. The internships will give students an opportunity to gain practical experience in the workplace and to further develop their communication and technology skills.

## Course Objectives:

Upon completion of the course students will have

- Gained experience working in a business setting
- Developed their professional skills and competencies
- Increased their marketability to employers
- Applied their theoretical and practical knowledge in the workplace

- Developed an expanded network of professional associations
- Reflected on their roles as employees and on the workplace experience
- Reflected on the growth and development of their professional skills

## **Required Text:**

No required text.

## **Library Resources:**

In order to conduct research throughout the semester you will want to be sure that you have remote access to the library. Through EZ Proxy, you can access the library remotely.

### **EZ Proxy**

Access to most of the Libraries' databases and electronic journals from off campus is limited to **faculty, staff, and currently enrolled UCF students** and requires that you use EZProxy to login.

### **Instructions:**

- Sign on with your NID and NID password for off-campus access to online journals and databases.
- For more information on how to log in to your account: <http://library.ucf.edu/my-account/>

## **Grading Scale:**

This course will be graded S/U. Students who complete all the requirements for the course and receive a positive evaluation from their internship mentor will earn a grade of Satisfactory. Students who fail to complete all the requirements or who do not receive a positive evaluation from their internship mentor will earn a grade of Unsatisfactory.

## **Course Policies:**

These course policies relate to issues of accessibility accommodation, classroom behavior, course participation, plagiarism, and academic dishonesty.

### **Accessibility Accommodation:**

It is my goal that this class be an accessible and welcoming experience for all students, including those with disabilities that may impact learning in this class. If anyone believes the design of this course poses barriers to effectively participating and/or demonstrating learning in this course, please meet with me (with or without a Student Accessibility Services (SAS) accommodation

letter) to discuss reasonable options or adjustments. During our discussion, I may suggest the possibility/necessity of your contacting SAS (<http://sas.sdes.ucf.edu/>); (Ferrell Commons 185; 407-823-2371; sas@ucf.edu) to talk about academic accommodations. You are welcome to talk to me at any point in the semester about course design concerns, but it is always best if we can talk at least one week prior to the need for any modifications.

### **Classroom Behavior:**

Although our class does not meet in a face-to-face setting, I still expect appropriate collegial behavior when you interact with your classmates online. Students must follow UCF standards for personal and academic conduct as outlined in **The Golden Rule** (<http://www.goldenrule.sdes.ucf.edu/>). Proper conduct entails creating a positive learning experience for all students, regardless of sex, race, religion, sexual orientation, social class, or any other feature of personal identification; therefore, sexist, racist, prejudicial, homophobic, or other derogatory remarks will not be tolerated.

You should consider the privacy of your classmates. Do not give out a classmate's email address or other personal information without permission. You should not forward virus warnings, chain letters, jokes, or other similar material to classmates or instructors.

### **Attendance/Class Participation:**

In an online course, attendance as such is not an issue. However, students are expected to stay current with the assignments.

### **Plagiarism, Cheating, and Academic Dishonesty:**

All work that you submit for this class must be your own, and it must be written exclusively for this course. Also, any sources consulted for your writing must be properly documented. "Rewriting," in which a student consults a source, changes a few words, and presents the ideas as his/her own, is plagiarism. Plagiarism and cheating of any kind on an examination, quiz, or assignment will result at least in an "F" for that assignment and may also lead to an "F" for the entire course. Plagiarism and cheating subjects a student to referral to the Office of Student Conduct for further action. See *The Golden Rule* for further information (<http://www.goldenrule.sdes.ucf.edu/>). I will assume for this course that you will adhere to the academic creed of this University and will maintain the highest standards of academic integrity. In other words, do not cheat by giving answers to others or by taking them from anyone else. I will also adhere to the highest standards of academic integrity, so please do not expect me to change your grade illegitimately or to bend or break rules for one person that will not apply to everyone.

### **Syllabus Amendment:**

This syllabus may be amended or modified in any way upon notice.

## **Description of Assignments:**

Each assignment is described in detail. Note the due date and time for each assignment.

### **Internship Approval Form & Internship Rubric Due 11:59 pm Wednesday 8/24**

There are links to the Internship Approval Form and the Internship Rubric on the Course Home Page. You should complete the Internship Approval Form and the Internship Rubric no later than 11:59 on Wednesday 8/24.

Be sure to save a copy of the Internship Rubric you complete at the beginning of the semester. At the end of the semester, you will be required to complete the Internship Rubric a second time in order to reflect on how your skills have developed during the course of your internship.

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### **Required Virtual Meetings**

**3:00 to 4:00 pm Wednesday August 31<sup>st</sup>**

**3:00 to 4:00 pm Wednesday November 16<sup>th</sup>**

There are two required virtual meetings to be held in Google Hangouts. In the first meeting, students will have an opportunity to meet their classmates, and each student will speak briefly about his/her internship. In the second meeting, students will discuss their internship experiences, reflect on what they have learned, and share their accomplishments.

Student who have questions about Google Hangouts or who have a scheduling conflict should consult with the instructor during the first week of the semester.

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### **Proposal**

**Due 11:59 pm Friday 8/26**

In the proposal, you should describe your internship. The proposal should begin by giving some background on the company/organization where you will be interning and the name of your mentor at the company. Then you should go on to discuss the duties you will perform and the project(s) you will work on during the course of your internship. You should also explain the relevance of your internship to your studies in the T & T program and to your career goals. Finally, you should include a schedule chart detailing the hours you will spend at your internship during the semester; the chart should include a weekly breakdown of your work.

The proposal should be in memo format and should be three to five pages in length. It should include information under these major headings:

### **Background on Company**

Briefly describe the company or organization where you will be doing your internship.

### **Internship Mentor**

State the name and title of your internship mentor.

### **Duties/Projects**

Discuss the duties you will perform and the projects you will work on during the course of your internship.

### **Relevance to Graduate Study and Career Goals**

Explain the relevance of your internship to your studies in the T & T program and to your career goals.

### **Schedule**

Attach a schedule chart outlining your weekly schedule for the semester. You may use a table, bar chart, Gantt chart, or any other relevant **graphic representation** of your proposed schedule. The nature of the schedule may depend on whether you are going to be working on one large project or several small projects during the course of the semester.

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## **Internship Blog**

**Entries Due 11:59 pm Wednesday 9/7, 10/5, 11/2, 11/30**

The purpose of the blog is to record and share your internship experience. There are four required blog entries during the course of the semester; however, you are encouraged to post more than four entries. In fact, you may wish to post entries weekly. The blog entries should briefly describe your accomplishments during a particular period of time; in the entries you should also discuss how the work you are doing relates to your graduate studies both in terms of theoretical perspectives and practical applications. You should feel free to discuss specific courses, assignments, and scholarship and how they relate to your internship. You should also discuss any challenges you have encountered in your work and explain how you have addressed these challenges.

The entries should include both description and reflection. You may also wish to link to other blogs and websites that are relevant to your discussion. **In addition to or in place of textual entries** in your blog, feel free to include video, film clips, or multimedia content.

You are free to use whichever blog tool you like (e.g., WordPress or Blogger), but you must **post a link to your blog in the Internship Blogs Discussion in Webcourses by 11:59 pm Wednesday September 7<sup>th</sup>** so that the instructor and your classmates can access it. You are strongly encouraged to read your classmates' blogs.

In your final blog entry **due Wednesday 11/30**, you should summarize your accomplishments during the internship and relate your work to your research interests and professional goals. Be sure to discuss the value of the internship and the ways it has contributed to your professional development.

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## **Reflection**

**Due by 11:59 pm Wednesday 11/30**

The reflection should be one to two pages in length. After completing the Internship Rubric for a second time at the end of the semester, you should compare the second Rubric with the one you completed at the beginning of the semester. Then you should write a brief evaluation of how your skills developed over the course of the internship. Be sure to discuss the ways your internship contributed to the development of your skills; you should also comment on other experiences outside the internship that contributed to the development of your skills. You may also wish to identify any areas where you would like to further develop your professional expertise and gain more experience. Be sure to include your second completed Internship Rubric together with the Reflection.