

ENG 6947 Internship in Texts & Technology

Dr. Flammia

Fall 2013

Course Credit: 3 credit hours

ENC 6947 is W Course (all course activities will occur in Webcourses)

Contacting Dr. Flammia:	
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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 corporate 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:

- Enter your activated Library ID number (your Library ID number begins with 221 and is printed on your UCF card).
- Click the Login button, and then click “Yes” to accept the Security Alert(s).

If you need a UCF ID card, contact the [UCF Card Office](#). If you are a Distance Student, you can request a Library ID number by submitting a [Library ID Request form](#) online or by calling the Circulation Desk (Orlando Campus) at 407-823-2580.

Activating your Library ID number:

Your Library ID number is not activated until it is scanned at a Circulation Desk or you submit an activation request. If you have not checked out materials in the Libraries, you probably need to activate your number.

- Stop at the Circulation Desk and have your card scanned or
- Submit a [Library ID Activation Request form](#) online.

Link to the UCF Library's Services for Distance Learners:

<http://library.ucf.edu/Services/DistanceServices.asp>

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 supervisor 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 supervisor will earn a grade of Unsatisfactory.

Course Policies:

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

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. 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 UCF 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.

Disability Accommodation:

The University of Central Florida is committed to providing reasonable accommodations for all persons with disabilities. Students with disabilities who need accommodations in this course must contact the professor at the beginning of the semester to discuss needed accommodations. No accommodations will be provided until the student has met with the professor to request accommodations. Students who need accommodations must be registered with Student Disability Services, Student Resource Center Room 132, phone (407) 823-2371, TTY/TDD only phone (407) 823-2116, before requesting accommodations from the professor.

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, 8/21

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, 8/21.

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.

Proposal

Due 11:59 pm Friday 8/23

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 supervisor 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 Supervisor

State the name and title of your internship supervisor.

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 Gantt chart outlining your weekly schedule for the semester.

Progress Reports

Due 11:59 pm Wednesday, 9/11, 9/25, 10/9, 10/23, 11/6, 11/20

There are six progress reports due during the semester. The progress reports should be in memo format. Each progress report should briefly describe your accomplishments during the reporting period. You should also discuss how the work you are doing relates to your graduate studies both in terms of theoretical perspectives and practical applications. 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.

A good progress report will be both specific and concise. Your report should not be more than two pages in length. Be sure that in addition to reporting on what you have accomplished that you also discuss the relationship between your internship and your coursework and/or your dissertation research.

Internship Report

Due by 11:59 pm Wednesday, 11/27

The internship report should summarize your accomplishments during the semester and relate your work to your research interests and professional goals. Be sure to discuss the value of the internship in terms of the knowledge you gained and the development of your skills. As part of the report, you may choose to include samples of the work that you did during the internship. If you choose to include samples, be sure to discuss how they demonstrate points that you make in the report. The report should be eight to ten pages in length, not including any documentation samples.

Reflection

Due by 4 pm Wednesday, 11/27

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 as an attachment to the Reflection.