

MEMORANDUM

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Date: March 3, 2017

To: Dr. Chris Laingen, Chair, Council on Graduate Studies

Re: Request for Executive Action from the Department of English

Requested Changes:

To add Hybrid and Online delivery modes for ENG 5960, "Professional Writing Internship."

Rationale:

To offer greater flexibility for students in internships. No other changes to course content are made.

Catalog Language Changes:

None.

Approved by College of Arts and Humanities Curriculum Committee:

February 22, 2017.

Effective Year/Term:

Fall 2017

Eastern Illinois University
Revised Course Proposal
ENG 5960, Professional Writing Internship

Banner/Catalog Information (Coversheet)

1. **Revision of Existing Course**
2. **Course prefix and number:** ENG 5960
3. **Short title:** Prof Writing Internship
4. **Long title:** Professional Writing Internship
5. **Hours per week:** Arr. Class Arr. Lab 3 Credit
6. **Terms:** ___ Fall ___ Spring ___ Summer X On demand
7. **Initial term:** ___ Fall ___ Spring X Summer Year: 2017
8. **Catalog course description: (Arr.-Arr.-3) (Credit/No Credit)** Part-time practical experience in professional writing in an off-campus setting approved by the department. Prerequisite: ENG 4760 or 4765 or 5260 and permission of the Internship Coordinator.
9. **Course attributes:**
 General education component: N/A
 ___ Cultural diversity ___ Honors ___ Writing centered ___ Writing intensive ___ Writing active
10. **Instructional delivery**
 Type of Course:
 ___ Lecture ___ Lab ___ Lecture/lab combined ___ Independent study/research
 X Internship ___ Performance ___ Practicum/clinical ___ Other, specify: _____
 Mode(s) of Delivery:
 ___ Face to Face ___ Online ___ Study Abroad OTHER
 ___ X Hybrid, specify approximate amount of on-line and face-to-face instruction:
 Students will complete 10 hours of course instruction online plus a minimum of 150 hours at the internship site.
11. **Course(s) to be deleted from the catalog once this course is approved.** None
12. **Equivalent course(s):** None
 - a. **Are students allowed to take equivalent course(s) for credit?** ___ Yes ___ No
13. **Prerequisite(s):** Graduate standing and (1) ENG 4760 or 4765 or 5260 and (2) permission of the Internship Coordinator

- a. Can prerequisite be taken concurrently? ☒ Yes ☐ No
- b. Minimum grade required for the prerequisite course(s)? C or better
- c. Use Banner coding to enforce prerequisite course(s)? ☒ Yes ☐ No
- d. Who may waive prerequisite(s)?
☐ No one ☒ Chair ☐ Instructor ☐ Advisor ☐ Other (specify)

14. Co-requisite(s): None

15. Enrollment restrictions

- a. Degrees, colleges, majors, levels, classes which may take the course: Graduate students
- b. Degrees, colleges, majors, levels, classes which may not take the course: N/A

16. Repeat status: ☐ May not be repeated ☒ May be repeated once with credit

17. Enter the limit, if any, on hours which may be applied to a major or minor: None

18. Grading methods: ☐ Standard ☒ CR/NC ☐ Audit ☐ ABC/NC

19. Special grading provisions: N/A

☐ Grade for course will not count in a student's grade point average.

☐ Grade for course will not count in hours toward graduation.

☐ Grade for course will be removed from GPA if student already has credit for or is registered in:

☐ Credit hours for course will be removed from student's hours toward graduation if student already has credit for or is registered in: _____

20. Additional costs to students:

Supplemental Materials or Software None

Course Fee ☒ No ☐ Yes, Explain if yes _____

21. Community college transfer:

☐ A community college course may be judged equivalent.

☒ A community college may not be judged equivalent.

Note: Upper division credit (3000+) will not be granted for a community college course, even if the content is judged to be equivalent.

Rationale, Justifications, and Assurances (Part I)

1. ☒ Course is required for the major(s) of **Prof Writing Concentration (MA in English)**

☐ Course is required for the minor(s) of _____

☐ Course is required for the certificate program(s) of _____

X Course is used as an elective for **other concentrations in MA in English**

- 2. Rationale for proposal:** This course is being revised to allow for online delivery. Offering ENG 5960 online reflects what has already become common practice for ENG 5960 as students' internship placements have taken them further from EIU.

3. Justifications for (answer N/A if not applicable)

Similarity to other courses: N/A

Prerequisites: Graduate standing. This writing-intensive course requires students to apply the professional communication skills they have developed in at least one earlier professional communication course (4760, 4765, 5260) to an external organization. Individual placements are made under the supervision of the internship coordinator.

Co-requisites: N/A

Enrollment restrictions: N/A

Writing active, intensive, centered: N/A

4. General education assurances (answer N/A if not applicable)

General education component: N/A

Curriculum:

Instruction:

Assessment:

5. Online/Hybrid delivery justification & assurances (answer N/A if not applicable)

Online or hybrid delivery justification: Many teachers and researchers have pointed to the importance of ongoing reflection to “enhance a learner’s experience through a linkage of education, work, and personal development” (Kolb). Reflection can be deepened when it is shared and compared to the experiences of others. ENG 5960 gives students an opportunity to discuss their experiences each week with the internship coordinator (and English Department faculty member) and other interns. With interns dispersed geographically, the online environment provides the best opportunity for regular engagement.

Instruction: Readings for the internship any supplemental materials interns need to complete the internship will be made available through EIU’s course management system. Students will respond to weekly prompts using discussion board functions. Email, chat functions, and telephone calls will allow interns to stay in contact with the internship coordinator. Internship portfolios can be constructed and shared within the course management system. All faculty who will deliver this course online are/will be OCDI-trained (or have attained an appropriate equivalent).

Integrity: The internship coordinator maintains regular contact by email and/or phone with the internship site supervisor concerning the intern’s satisfactory completion of work. Every three weeks, interns are required to submit timesheets signed by the internship supervisor.

The internship coordinator asks the internship supervisor to fill out evaluations of the student intern twice during the semester.

Interaction: The goal of the course portion of ENG 5960 is to give student interns the opportunity to reflect on and share their experiences with the coordinator and fellow interns. Each week, students respond to prompts and then respond to one another's prompts. At three points in the semester, each intern establishes individual professional goals; the internship coordinator then follows up—via email and phone—with each student on the progress made toward those goals.

Model Syllabus (Part II)

Please include the following information:

1. Course number and title
2. Catalog description
3. Learning objectives.
4. Course materials.
5. Weekly outline of content.
6. Assignments and evaluation, including weights for final course grade.
7. Grading scale.
8. Correlation of learning objectives to assignments and evaluation.

Model Syllabus (Part II)

1. **ENG 5960: Professional Writing Internship**
2. **Catalog Description**

Part-time practical experience in professional writing in an off-campus setting approved by the department. Prerequisite: ENG 4760 or permission of the Internship Coordinator

3. Learning Objectives

1. Use effective communication strategies, including appropriate research techniques, learned from previous classes to solve communication problems
2. Adapt a full-range of professional writing principles to specific audiences, purposes, and contexts at the site of the internship
3. Reflectively assess one's strengths and weaknesses at the internship site. Assess the internship enculturation process, with a focus on strategies that can be applied in future professional settings.

If this is a graduate-level course, indicate which objectives are designed to help students achieve established goals for learning at the graduate level:

- Depth of content knowledge: 1, 2, 3
- Effective critical thinking and problem solving: 1, 2
- Effective oral and written communication: 1, 2, 3
- Advanced scholarship through research or creative activity: 1, 2

4. Sample Course Materials

The course includes no assigned textbooks. Students will read assigned articles uploaded to the course's learning management system.

5. Sample Syllabus

Course Goals and Objectives

Coursework can provide students with the framework necessary to communicate effectively in professional settings; when writing or editing in the workplace, however, the principles learned in classes must be adapted to fit the rhetorical situation (audience, purpose, and context). The internship in Professional Writing is designed to give you practical experience in creating communication that fits the specific needs of a company or organization. Through the course, you will also be given the opportunity to reflect on topics such as organizational culture, enculturation, effective workplace writing practices, collaboration, and technology.

Course Requirements

Internship hours: As part of the course, you are responsible for 150 hours at the organization or company where you have been placed. You and your internship supervisor should establish a weekly schedule of about 10 hours per week. Every two weeks, you will submit to me a timesheet signed by your supervisor.

Observation: Once during the internship, I will observe your work, if possible.

Supervisor evaluations: At midterm and again at the end of the semester, your internship supervisor will be asked to complete a brief evaluation of your work and professionalism.

Writing assignments: As part of the course, you will submit writing that demonstrates the professional writing you have done as part of your internship and your reflection on that work.

- *Discussion posts and reading responses* Each week (when we do not have a reading assignment, I will post a discussion question on D2L. You can respond to that question and to other interns' posts. You will also be asked to read three articles and write a one-page response, reflecting on how issues from the article are reflected in your experiences at the internship. We will use those reflections as the basis for our online group discussions.
- *Portfolio:* At the end of the internship, you will create a portfolio of all the work that you have composed, revised, or edited (either individually or collaboratively).
- *Self-assessment:* You will write a brief memo discussing the work included in your portfolio, focusing on your strengths, weaknesses, challenges, development, etc.

Weekly Schedule:

Week 1: Introductions

Work 10 hours at internship site.

Reflective prompt: Introduce yourself briefly. Then describe your internship placement. Be sure to read the introductory posts from your fellow interns and post comments to one another.

Week 2: Expectations vs reality.

Work 10 hours at internship site.

Reflective prompt: Before beginning your internship, what were your expectations? How have those expectations been met or not met? Don't forget to read your classmates blog posts and comment on them.

Submit signed, two-week timesheet.

Week 3: Training.

Work 10 hours at internship site.

Reflective prompt: Discuss how you learned your job. Did you receive training? What kind? Were you given materials to teach yourself? What was helpful (or not helpful) about the training you received? Now that you have a handle on the job, how would you have liked your training to be different? Read your classmates' posts and respond to them in the comments section.

Week 4: Response to article

Work 10 hours at internship site.

Read "Framing the Experience." Write a 300-word response to the article, connecting one or more points made there to your experience at your internship. Read your classmates' posts and respond to them in the comments section.

Submit signed, two-week timesheet.

Week 5: Research at your internship.

Work 10 hours at internship site.

Reflective prompt: What kind of research do you do for your internship? Are you provided with any of the materials you need? Do you have to find information on your own? What new types of research have you had to learn? Read your classmates' blog posts and respond to them in the comments sections.

Week 6: Internship environment.

Work 10 hours at internship site.

Reflective prompt: Describe the space of your internship. What is the environment like? What are the strengths and drawbacks of this environment? What can you tell about the values or power relationships of the organization or company by the way it arranges and decorates its space? Read your classmates' posts and respond to them in the comments section.

Submit two-week, signed timesheet.

Week 7: Technology at your internship.

Work 10 hours at internship site.

Reflective prompt: What have been your biggest technology challenges so far as part of the internship? How have you dealt with those challenges? Don't forget to read others' blog posts and comment on them.

Week 8: A recent project.

Work 10 hours at internship site.

Reflective prompt: Describe one of the writing or editing projects you have completed. How did you get the assignment? Did it connect to previous work you had done? How did you decide what to write? What tone to use? What to leave out? Read your classmates' posts and respond to them in the comments section.

Submit signed, two-week timesheet.

Week 9: Response to article.

Work 10 hours at internship site.

Read “Symbols in Organizational Culture.” Write a 300-word response to the article, connecting one or more points made there to your experience at your internship. Read your classmates' posts and respond to them in the comments section.

Week 10: Colleagues.

Work 10 hours at internship site.

Reflective prompt: Discuss your relationship to your supervisor and colleagues. What role does collaboration play in the work you have done? What is the interaction like among workers at your internship? Read your classmates' posts and respond in the comments section.

Submit signed, two-week timesheet.

Week 11: Customers and clients.

Work 10 hours at internship site.

Reflective prompt: Describe the contact you have with customers or clients at your organization. What are the challenges and benefits of working with people outside the organization? Do you enjoy working directly with customers/clients, or do you prefer to work behind the scenes?

Read your classmates' posts and respond in the comments section.

Week 12: Response to article.

Work 10 hours at internship site.

Read “Ties that Bind.” Write a 300-word response to the article, connecting one or more points made there to your experience at your internship. Read your classmates' posts and respond to them in the comments section.

Submit signed, two-week timesheet.

Week 13: Learning experiences.

Work 10 hours at internship site.

Reflective prompt: What has been the most important learning experience in your internship to date and why? What has been the most surprising aspect of your internship so far? Read your classmates' posts and respond in the comments section.

Week 14–15: Overall reflection/assessment

Work 20 hours at internship site.

Put together a print or electronic portfolio of all work completed during the internship. Write a 1,000-word reflection/self assessment of your work during the semester.

Submit signed, two-week timesheet.

6. Assignments and Evaluation

ENG 5960 is graded credit/no credit. In order to receive credit for the course, students must meet all of the following criteria:

- Complete 150 hours of work at the site of the internship, completing all writing tasks as assigned by the internship supervisor.
- Respond to weekly reflective prompts.
- Write three one-page responses to assigned readings
- Satisfactory feedback on supervisor evaluations
- Submit final portfolio and self-assessment

7. Final grading scale

Satisfactory completion of all requirements: Credit

Failure to complete one or more requirements: No credit

8. Correlation of Learning Objectives to Assignments

	150 hours of work at internship	Weekly reflective prompts	Response to assigned readings	Supervisor evaluations	Portfolio	Self- assessment
#1: Effective communication strategies	x			x	x	
#2: Adapt PW principles	x			x	x	
#3: Reflectively assess		x	x			x

Date approved by the department or school: **11 January 2017**
 Date approved by the college curriculum committee: **22 February 2017**
 Date approved by the Honors Council (*if this is an honors course*): **NA**
 Date approved by CAA: **CGS:**