Tompkins Cortland Community College

Master Course Syllabus

Course Discipline and Number: ENGL 271 **Year: 2023-2024**

Credit Hours: 1- 3

Course Title: Writing Internship

Attendance Policy: *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

Services for Students with Disabilities: *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

Course Description

Creative Writing Course: This course allows students the opportunity to include an internship in their studies and to integrate classroom learning with practice before beginning their writing careers. The program chair maintains an approved list of appropriate internship sites allowing students to participate in work environments where writing-oriented tasks such as writing, editing, proofing, and production are part of the student's workload. It is anticipated that students will gain not only invaluable practical experience, but also have the opportunity to complete work product suitable for inclusion in a portfolio. Prerequisites: ENGL 102; RDNG 116 if required by placement testing; prior completion or concurrent enrollment in MATH 090 if required by placement testing. 1-3 Cr. (3-9 Lab.) Occasionally.

Course Context/Audience

This course, designed largely for students pursuing the Creative Writing Certificate, satisfies the Publication and Production component of the Creative Writing Certificate curriculum. This component focuses on those skills needed for students to market themselves and transition into becoming professional writers. Students must obtain 2-4 credits in this group of courses. Completion of an internship is not required but is one way students can obtain the necessary credits.

Basic Skills/Entry Level Expectations

Writing: WC College level writing skills are required. See course co-requisites or pre-requisites.

Math: M1 Taking MATH 090 (if needed) – Course requires limited use of very basic mathematical skills.

Reading: R4 Before taking this course, students must satisfactorily complete RDNG 116 or have assessment indicating that no reading course was required.

Course Goals

Through immersion in workplace writing experience, student’s skills as expressive writers will grow through practice, feedback, and necessary adaptation to circumstance.

Course Objectives/Topics

Objective/Topic	% Course
Students will participate in a work environment that requires the student to engage in writing-related activities on a regular basis.	60-80%
Students will regularly reflect on their experience in a journal to be kept on a regular basis throughout the semester.	10-20%
Students will produce an end-of-semester report that evaluates and analyzes their internship experience, identifying both significant accomplishment and areas for future improvement.	10-20%

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
Students will be able to ➢ develop meaningful questions to address problems or issues. ➢ gather, interpret, and evaluate relevant sources of information. ➢ reach informed conclusions and solutions. ➢ consider analytically the viewpoints of self and others.	Immersed in a workplace environment, students grow as writers through practice, feedback, and adaptation to circumstance. Students gain practical experience and develop writing pieces suitable for their portfolios. In addition, students interact with a faculty mentor and workplace supervisor. Reflection components include a student journal and end of the semester report.
SOCIAL/GLOBAL AWARENESS OUTCOMES	**HOW DOES THE COURSE ADDRESS THE OUTCOMES** (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
➢ Students will begin to understand how their lives are shaped by the complex world in which they live. ➢ Students will understand that their actions have social, economic and environmental consequences.	Students may participate in internships in arts organizations, publishing companies, news organizations, corporate publications offices, non-profit health or education organizations, public relations companies, advertising agencies, or other workplace environments where written communication is produced. In these workplaces, students engage with social and global issues. For example, an arts organization may develop arts events featuring diverse cultures. A charitable organization may develop written pieces used to share information about a global health issue.

Instructional Methods
The primary mode of instruction will be the student's personal experience in the internship environment. Secondary modes of instruction will be student writing and faculty-student conferences.

Methods of Assessment/Evaluation

Method	% Course Grade
Weekly Journal	25%
Internship Supervisor's Assessment	25%
Faculty Assessment	25%
Student Final Report	25%
Notes:	
1. Given the individual nature of internships, these proportions can be modified slightly as appropriate.	
2. The course can be graded on a Pass/Fail basis with a 75 or better required for a Pass grade. This grading option must be requested by the student in writing, or the letter grade option will automatically apply.	
At the beginning of the course, the student will enter into a written learning contract with the instructor that specifies the students' learning goals for the semester. Completion of these goals will be measured using the following assessment tools:	

Text(s)

Bibliography
Adcock, Shelia Renae. "The Internship in Technical Communication: Bridging the Gap Between the Academy and Industry." Diss. U. of Memphis, 1995.

Christensen, Warren. 2003-2004 Ninth Bi-annual National Directory of Arts Internships. Los Angeles: National Network for Artist Placement, 2003.

Coggin, William O. Establishing and Supervising Internships. Association of Teachers of Technical Writing, 1989.

Linn, Patricia L, Adam Howard, and Eric Miller. Handbook for Research in Cooperative Education and Internships. Mahwah: L. Eribaum Publishers, 2004.

Lisman, C. David and Irene E. Harvey. Concepts and Models for Service-Learning in Philosophy. Washington, DC: American Association for Higher Education, 2000.

The LDMA Guide to Internship Programs. New York: Literary Managers and Dramaturgs of the Americas, 1994.

Little, Thomas C. History and Rationale for Experiential Learning. Washington, DC: National Society For Internships and Experiential Education, 1981.

Rubenstein, Ellen. Scoring a Great Internship. New York: Natavi Guides, 2002.

Sweitzer, H. Fredrick and Mary A. King. The Successful Internship: Transformation and Empowerment in Experiential Learning. Belmont: Brooks/Cole, 2004.

Other Learning Resources

Audiovisual No resources specified
Electronic No resources specified
Other No resources specified