

English 4933 Internship Syllabus

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ENG 4933 Course Structure and Requirements

As an English Intern, you will be issued a final letter grade based on your successful completion of the following course requirements and assignments:

- You are required to provide me with a **copy of your work schedule** (due first week of classes) - **5%**
- You are required to **work a minimum of 150 hours** throughout the semester (averaging a minimum of 10 hours a week) (N.B. Fall and Spring semesters last 15 weeks; Summer semesters last 10 weeks). It is your responsibility to establish a consistent work schedule with your employer. View the internship as one of your main priorities; be prepared to make a full commitment to your work and your level of professionalism. **N.B. There is no percentage given to this course requirement; not completing the minimum 150 hours will result in a failing grade for the course.**
- Attendance and preparedness for the **three mandatory one-on-one meetings** with the Internship Coordinator (first meeting to be scheduled at the start of the semester; second meeting to be scheduled midterm; third meeting to be scheduled at the end of the semester) - **5%**
- **Professional Journal** (weekly 100-200 words postings on WebCT) - **15%**
- **Professional Portfolio** (due at the end of the semester) - **50%**
- **Mission Statement** (3-5 pages, double spaced, typed) (due at the end of the semester) - **15%**
- **Employer's Performance Evaluation** (due at the end of the semester) - **10%**

Attendance and Tardiness

You should view your internship as a part time job, of sorts. Having made your commitment to this semester long project, your attendance is mandatory. As an intern, you must complete a minimum of 10 hours a week at your site placement. If, for any reason, you are not able to do so, you must inform me, via email, of your not having been able to complete your weekly minimum hours, and you **MUST** make up the time before the internship ends. Failure to comply will result in a failing grade for the course. In addition, please refrain from unnecessary tardiness. Again, your being on time will attest to your preparedness and your level of commitment to the project. (Remember: your employer will be required to complete an evaluation form at the end of the semester which will be taken into account when I will issue you your grade.) N.B. Termination from your placement site will result in a grade of 'F' for the course.

Attire and Conduct

As a representative of UTSA, you are required to dress professionally. Each placement site will have various dress codes, so it is your responsibility to check with your employer to verify what is/is not appropriate. Typically, however, appropriate attire *excludes* jeans, t-shirts, tennis shoes, tank tops, above the thigh skirts/shorts, open toe sandals, flip-flops, flannel, etc....). If you are unclear as to what you think may or may not be appropriate, follow the basic rule: when in doubt, don't wear it! :)

As an intern, you should conduct yourself in a professional manner at all times. Avoid contributing to 'office politics', negative behavior or attitude — Be polite and courteous at all times. Do not befriend, date, or 'hang' out with your employer or any of your fellow co-workers after office hours — this is inappropriate behavior which could result in your termination at the placement site. You are required to review and abide by your employer's fraternizing policies and sexual harassment policies. If anything occurs during the course of the semester, come see me so that we may discuss the matter and take appropriate action.