

ENGL 4390.001: Internship in English

Instructor: Dr. Christian Worlow
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Office: CARH 604
Office Hours: MWF 12-12:45 & appt.

This course has no regularly scheduled class times or class room. All meetings will occur in Dr. Worlow's office unless otherwise scheduled.

This course represents an internship program through the Department of English at the University of Texas at Arlington. Where possible and when students can take advantage of such opportunities, student interns will work with businesses in the community. For the Fall 2015 semester, this course has students intern with Meals On Wheels (MOW) of Tarrant County under Terry Buckner, Director of Volunteer Recruitment.

ENGL 4390 Internship in English (3-9) Provides the student with an opportunity to apply academic skills learned in English classes to practical situations by working in a business related to the discipline.

Required Materials

All student interns should maintain and regularly check their MavMail accounts. I may place some materials on reserve at the Central Library. Our course has no required textbook for all students. That said, access to a good writing handbook (online or hard copy) will be valuable, and students should have easy access to email and Microsoft Office.

NB: MOW requires a criminal background check for interns. If you fail to pass this check, then you may not pursue this internship further.

Internship Tracks with Meals On Wheels of Tarrant County

Volunteer Recruitment Internship

These interns work with Volunteer Recruitment in terms of writing, persuasion, and communications for recruiting and working with volunteers. This opportunity may include work with social media, as well. These interns would need to pass a criminal background check per MOW's policies, and interns will need their own transportation.

The internship requires 10 hours per week from students: two hours for meeting with me and for students to write reflection pieces; eight hours completed with MOW in two 4-hour days or some other arrangement agreed upon with MOW. These openings will be more limited in number per semester than the Project Coordinator Internship below.

Project Coordinator Internship

Alternatively, student interns can act as project coordinators and liaisons between students in my technical writing courses (ENGL 2338) and MOW. The students in 2338 will be working on projects for MOW, and interns in this role would serve as an intermediary between students and MOW for questions students may have. For students interested in teaching, this role might be the better choice, and I would also include working on some professional documents for interns' professional careers. This option would also require 10 hours a week, but Dr. Worlow is unsure about the need for a background check for this role at the present.

Grades & Assessment

Periodic Evaluations	30%
Final Evaluation	40%
Reflection Pieces	20%
Professionalism	10%

NB: If MOW at any time “fires” you or terminates your internship, you will earn an F for this course, subject to review by me.

During the internship, you will devote 10 hours per week to your internship: eight hours with MOW and two hours spent working on weekly reflections, including a half-hour meeting with me each week in my office. While at MOW, you will help Volunteer Recruitment

- **Periodic Evaluations:** I have asked MOW to provide a brief intern evaluation every four weeks during the term for weeks 1-12. These evaluations include feedback for the interns and a letter grade.
- **Final Evaluation:** I have asked MOW to provide an end of term intern evaluation. This evaluation includes an extended written evaluation and a letter grade.
- **Reflection Pieces:** I require all interns to write a brief one page progress report/memo each week reflecting on the week's internship work. Appended to this reflection, students will include a time log of their work for the week on the internship. In addition, students may be responsible for additional writing or assignments for Dr. Worlow, counting into their weekly time log.

- **Professionalism:** This grade reflects student behavior such as arriving on-time for meetings and to the internship at MOW, arriving prepared, staying for the entire period, handing in work on time in the appropriate format, speaking respectfully to colleagues and the instructor, avoiding playing games, texting or emailing during the intern work periods, respecting the time of the instructor and other colleagues, and communicating responsibly with the instructor about problems, absences, or other needs.

Course Policies

Late Work and Make-Up Policy

I will not accept any late assignments for credit. Late work earns a zero for a grade. **No exceptions.** If you know you will miss a meeting, then you are still responsible for submitting your assignments on time.

Paper Formatting Requirements

You must format the reflection pieces per the format included at the end of this syllabus. Please contact me for Word templates for time logs and the reflection pieces. Reflection pieces should be one page at most.

Late Enrollment Policy

Though I realize that at times enrolling in a course after the start date is unavoidable, please be advised that you are responsible for the class periods that you have missed even if you were not enrolled in the course. I will not allow you to make up missed opportunities for participation points or any other assignments that occurred before you enrolled. If you enroll in class after the start date, then your responsibility is to contact your peers in order to get caught up on the schedule and any announcements that might have been delivered in your absence. This policy also applies to students who drop and add.

Paper Reuse Policy

You may not reuse papers from prior classes in this course or any other course that you have taken at any institution. If you feel your situation constitutes a clear or significant exception to this rule, you must discuss this situation with me prior to the due date of the assignment.

Attendance

At The University of Texas at Arlington, taking attendance is not required. Rather, each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section for the Fall 2015 term, I want to say that attendance and participation are important for this course. You are responsible for attending all meetings on time, and you should be punctual for all MOW business. If you are late to internship, you are responsible for notifying Ms. Buckner immediately, at her convenience.

Excused Absences

The only excused absences recognized by the University of Texas at Arlington are those wherein a student is representing the university in an official capacity and those religious holidays the student informs the instructor of at the beginning of the term in writing. *These absences will **not** be excused without appropriate documentation.* Athletes and other students who will miss class for an official university activity **must advise me in writing at least 48 hours in advance of the absence.** Notice only lets the instructor know that a student will be missing class; this notice does not extend due dates for assignments or allow the student to make up missed quizzes. Students must make arrangements with the instructor at least 48 hours prior to the absence for turning in the work. No guaranteed extensions.

Please note that you should also inform MOW and Ms. Buckner of any forthcoming excused absences ahead of time in writing.

Internship Behavior

Your sessions on the internship are short and require your full attention. You should work on whatever activity we/you are working on that day. If I or Ms. Buckner find you working on work for other classes, surfing the web, texting, or updating your Tumblr/Imagr/Whatever account, we may dismiss you and count you as absent for the day.

Remove all earpieces while at work. Store materials from other classes, reading not related to this internship, bulky bags, and other distractions so that you can concentrate on your work each day. As appropriate, bring book(s) and e-reserve readings (heavily annotated and carefully read) to every session. Interns should participate respectfully, should listen to other colleagues, and should comment appropriately. We also expect consideration and courtesy from students. Address your instructors, peers, colleagues, and the public appropriately, and communicate professionally.

According to *Student Conduct and Discipline*,

students are prohibited from engaging in or attempting to engage in conduct, either alone or in concert with others, that is intended to obstruct, disrupt, or interfere with, or that in fact obstructs, disrupts, or interferes with any instructional, educational, research, administrative, or public performance or other activity authorized to be conducted in or on a University facility. Obstruction or disruption includes, but is not limited to, any act that interrupts, modifies, or damages utility service or equipment, communication service or equipment, or computer equipment, software, or networks. (UTA Handbook or Operating Procedures, Ch. 2, Sec. 2-202)

Students who do not respect the guidelines listed above may be asked to leave class and/or be referred to the Office of Student Conduct.

Classroom Visitors

Only students officially enrolled in this section are allowed to attend class meetings. Students may not bring guests (e.g., children, spouses, friends, or family) to class unless an academic request has been submitted and approved by the instructor well in advance of the proposed class visit. Children are not allowed in class as visitors at any time

Academic Integrity

Students enrolled all UT Arlington courses are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System Regents' Rule 50101, §2.2, suspected violations of university's standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student's suspension or expulsion from the University. Discipline may include suspension or expulsion from the University:

Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts" (Regents' Rules and Regulations, Series 50101, Section 2.2)

You can get in trouble for plagiarism by failing to indicate correctly where you are making use of the work of another or by colluding with another to prepare assignments. You are responsible to familiarize yourself with the conventions of citation by which you indicate which ideas are not your own and how your reader can find those sources. Remember your First Year Writing courses and consult a writing handbook for more information on quoting, paraphrasing, summarizing, and citing properly to avoid plagiarism. If you still do not understand, **ask your instructor**. I will refer all students caught plagiarizing or cheating to the Office of Student Conduct.

Disability Accommodation

UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including The Americans with Disabilities Act (ADA), The Americans with Disabilities Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a letter certified by the Office for Students with Disabilities (OSD). Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting:

- The Office for Students with Disabilities (OSD): <http://www.uta.edu/disability> or calling 817-272-3364
- Counseling and Psychological Services (CAPS): <http://www.uta.edu/caps/> or calling 817-272-3671

Title IX

The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos. For information regarding Title IX, visit www.uta.edu/titleIX.

Drop Policy

NB: The following represents normal class policy, but you may need to communicate with the Department of English’s advisors for dropping/swapping ENGL 4390.

Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to withdraw officially if they do not plan to attend after registering. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. Contact the Financial Aid Office for more information.

Student Support Services

UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University

College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/universitycollege/resources/index.php>

Student Feedback Survey

At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

Electronic Communication Policy

UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

However, please note the following requirements and guidelines regarding email communications for this course:

- Include ENGL 4390.001 and a detailed topic in the subject line of all emails. **I will not open emails that do not include a correct subject line.** (For example: *ENGL 4390.001: Question About Weekly Reflections.*)
- Sign your first and last name at the bottom of each email, so I know who you are.
- I check email daily, except on the weekends. I try to respond to emails within 24 hours. I will not check email after 7 PM.
- If you email me after noon on Friday or over the weekend, you will likely not hear back from me until Monday.

Conferences and Questions

The office hours indicated on the syllabus are for students to drop by or to make an appointment to discuss course assignments, grades, or other class-related concerns. I will be happy to make other appointment times for you if your class schedule conflicts with regular conference times or if I am not available on certain days, but please note I am only on campus on Monday, Wednesday, and Friday.

Syllabus and Schedule Changes

Instructors try to make their syllabuses as complete as possible; however, during the course of the semester I may be required to alter, add, or abandon certain policies/assignments. Instructors reserve the right to make such changes as they become necessary. Students will be informed of any major changes in writing.

Dr. Worlow's Frequently Asked Questions (FAQ)

Q. Can I turn in late work?

A. No. If your work is late, you get a zero.

Q. What if it's a couple of minutes late?

A. Tough. Don't wait until the last minute.

Q. Can I revise for a better grade?

A. No. Turn it in right the first time. Besides, in my experience, students don't "revise" so much as fix a comma or two and call that a "revision." So no, you can't revise.

Q. What if my assignment is too short/doesn't meet the minimum length required?

A. Then it earns a zero.

Q. What if my assignment is longer than the listed maximum length?

A. If you're a little over the maximum, then don't worry about it. If you're well over the maximum (for example, 10 pages rather than 5), then I'm only reading and grading until page 5.

Q. Can I have an Incomplete?

A. No.

Q. Can I do anything to get a better grade?

A. Do the work in the first place the first time around. If we are approaching the end of the term and you're worried about passing, then you probably should have done more/done a better job/gotten help sooner. If extra credit has already been offered, then do that, but don't expect to magically change a failing grade into a passing one.

Q. But I need this class for my nursing degree/engineering degree/teaching certificate!

A. If you're having problems, maybe that program isn't right for you. You might consider speaking with an advisor for other options with your academic career.

Q. But I need [some particular grade] for financial aid/to graduate!

A. Maybe you should've done better before this point.

Q. How many absences can I have?

A. I used to have a maximum number of absences policy, but UTA has no official attendance policy. I take roll each class, but you have no “maximum” number of absences. Of course, if you miss several classes and several daily/in-class grades, then you’ll fail under your own power.

Q. Can I go to the restroom?

A. Yes. Stop asking me. Just go. Be discrete and don’t disrupt class, but you aren’t in high school anymore.

Q. Can you look at my draft for me and give me feedback?

A. Sure. Bring it by my office as a hard copy. Don’t bring your laptop. I will send you on your way if you slide your MacBook towards me. *Print out your draft.* Be aware: My job is not to edit/copyedit/revise your work. I will point to issues or give you guidance on how to improve your draft, but I do not give out a formula to students for specific grades. That is, I do not say, *If you do this and this and this with your draft, you will earn an A.*

Q. But you said my draft looked fine! Why did I get [grade I do not want]?

A. Because your work earned that grade. Do not mistake “You’re on the right track” or “This looks okay” for “This gets an A.” A *D* is passing. A *C* reflects *average* work.

Q. But I worked so hard on this!

A. Effort does not equal competency or success.

Q. But I submitted my assignment to Blackboard/I had a Blackboard issue!

A. If it’s before the deadline, try using a different browser. If that doesn’t work, email it to me before the deadline as an attachment. If it’s after the deadline, start thinking about how to avoid having this problem on the next assignment. If a quiz has an issue, then contact me before class.

Q. I was late to class! What should I do?

A. Come to me at the end of class to let me know you were present but late. Do not *assume* I marked you down. If you came in *very* late, then I will likely mark you absent nonetheless.

Q. What does it take to earn an A on an assignment?

A. For papers, projects, essays, etc., the assignment must satisfy all requirements. It must have few if any errors, and it should be engaging to read, demonstrating a mastery of the material and concepts the project addresses. It should demonstrate *excellence*, not merely *goodness* or *seems good* or *well, it's doing most of what I asked you to do*. It should demonstrate any and all of the following: good writing style; mastery of grammar, spelling, and punctuation; effective organization; engaging content and rhetoric appropriate to the intended audience and purpose; concision and clarity; and mastery of the subject matter at hand.

For argumentative essays/projects, it should demonstrate an effective argumentative organization: an introduction and strong, clear thesis; claim-driven topic sentences for unified, coherent paragraphs; a clear, strong conclusion; convey complex ideas in simple, clear, concise prose.

Q. Can I have a letter of recommendation?

A. Two things: Firstly, you cannot have a recommendation until after the class is over. I want to see if you are the kind of student I feel confident and comfortable in recommending for something. Also, I might have something to *talk about* by that point. I've used students' work and projects in my classes as specific examples to *justify* why I recommend students for scholarships, academic programs, etc. Secondly, I only write letters of recommendation for students who earned A's in the course overall.

Q. Can I use Wikipedia, Ask Jeeves, About.com, Ask.com, Metafilter, Reddit, or some other general internet resource as a source in my paper/project?

A. No. If you're in a Literature course, then you should use the MLA International Bibliography or maybe Academic Search Complete via our library. Otherwise, for literature or composition or technical writing, you should be searching for reputable sources—and have a good understanding of what reputable sources *are* and which are appropriate to the project or discipline you are working within.

Tentative Schedule

All dates are subject to change. Students must meet briefly with Dr. Worlow each week in his office and submit time log and weekly reflection pieces.

Date	Event
Aug. 27	First day of classes
Sept. 28	First Evaluation due to Dr. Worlow by email
Oct. 26	Second Evaluation due to Dr. Worlow by email
Nov. 4	Last day to drop classes
Nov. 23	Last Evaluation due to Dr. Worlow by email
Nov. 26-27	Thanksgiving Holidays
Dec. 9	Last day of regular session Final Evaluation due to Dr. Worlow via email
Dec. 14	Final Exam period begins We do not have a final exam.