

ENGL 4390.002: Internship in English

Spring 2017 | Dr. Worlow | Practicum

Class Times:	N/A
Office Hours:	T/Th 11 - 12:30 PM & by appointment
Office:	CARH 604
ENGL Department Phone:	(817) 272-2692
Email:	worlow@uta.edu
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#UTAEnglish

The English Department has three social media accounts where you can find information and news about UTA English—including events and more.



Course Description

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.

In this syllabus, *supervisor* refers to your contact with the organization you are interning with who will be supervising your work for this internship.

This syllabus includes a **Frequently Asked Questions (FAQ)** section just before **Important Dates for Spring 2017**.

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.



Warnings!

As students often fail to pay attention to the syllabus, I have marked certain key parts of the syllabus with a warning icon to call your attention to common problems for students in my classes.

Student Learning Outcomes

A. Students will be able to apply the writing, analytical, and communication skills they have developed as English majors in a professional context and environment.
B. Students will be able to identify professional behaviors suitable to a workplace environment.

Required Texts & 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: Some organizations may require you to pass a criminal background check. If you fail to pass this check, then you may not pursue this internship further.

You must also complete a Release and Indemnification Agreement for your internship.

Grade Breakdown

Periodic Evaluations	15%	
Final Evaluation	40%	
Reflection Essays	10%	1/27, 3/20, 5/4
Time Logs	10%	weekly
Resume & Cover Letter	15%	4/10
Professionalism	10%	

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

During the internship, you will devote at least 10 hours per week to your internship, including time spent working on weekly reflections, including a half-hour meeting with me periodically in my office.

Students should keep track of their performance throughout the semester and seek guidance from available sources (including the instructor) if their performance drops below satisfactory levels; see **Student Support Services** below.

Major Assignments & Grade Components

Periodic Evaluations

I ask your organization periodically to provide a brief intern evaluation. These evaluations include feedback for the interns and a provisional letter grade. I average these evaluations for your final grade.

Final Evaluation

I have asked the organizations to provide an end of term intern evaluation. This evaluation includes an extended written evaluation and a letter grade.

Reflection Essays

Interns will write three reflection essays over the course of the semester. See Blackboard for the assignment sheet for this assignment. I average your Reflection Essay grades for your final grade.

Time Logs

Students will submit a time log of their work for the week on the internship. See Blackboard for a time log template document you can use. I check your time logs each week to ensure you have been putting in the 10-12 hours (on average) the internship requires. Time logs are due by Friday each week by 11:59 PM.

Resume & Cover Letter

Students will prepare an updated resume and cover letter for Dr. Worlow, reflecting their internship experience. Dr. Worlow will meet with you to give you feedback on the resume and may require you to revise one or both documents.

Professionalism

This grade reflects student behavior such as

- Arriving on-time for meetings and to the internship
- Arriving prepared and 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
- Communicating responsibly with the instructor and others about problems, absences, or other needs.

Class Policies

General Requirements for Internships in English



- All interns must sign a **Release and Indemnification Agreement** at the beginning of each term. This requirement is now Departmental policy and necessary to pursue an internship for course credit. A copy of your signed agreement will be kept by Dr. Worlow and the English Department, and Dr. Worlow will offer you a copy.
- Interns must meet with Dr. Worlow to discuss their progress on at least a monthly basis and should make an appointment to do so. Some interns may have to meet with Dr. Worlow more often.

Technical Writing and Professional Communication Certificate

Some internships through ENGL 4390 can count for the Certificate program, and Dr. Worlow determines if your internship may qualify for those purposes. If you have questions about this certificate and ENGL 4390, please speak with Dr. Worlow.

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 class, then you are still responsible for submitting your assignments on time. Similarly, I will not give make-up quizzes or exams except in instances of excused university absences for the exams, but you must schedule alternative exam arrangements with me in advance of the exam dates.

Turning in Assignments to Blackboard

You will submit all major assignments in this course to Blackboard. You must save all assignments (reflection pieces and time logs) submitted to Blackboard as a .pdf or .docx (unless otherwise specified) to ensure that I am able to open them on my computer **complete with your formatting**. It is your responsibility to ensure that you have saved and submitted all of your work in the correct format. **If you submit work in the wrong format, then you will receive a zero for the assignment.**

I will not discuss any grade you receive on an assignment until at least 24 hours have passed.

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 catch up on the schedule and any announcements that occurred 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. Otherwise, I will consider you in violation of the provisions under **Academic Integrity**.

Attendance Policy

At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. 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 Summer 2016 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 internship business. If you are late to internship, then you are responsible for notifying your contacts/supervisors immediately, at their convenience. Note that your **Professionalism** grade will suffer for poor attendance or for failing to keep up with internship commitments as reported by your supervisors. However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report

the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

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** count as excused without appropriate documentation*. Athletes and other students who will miss class for an official university activity **must advise me and your supervisor 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 arrangements with the instructor at least 48 hours prior to the absence for turning in the work. Expect no guaranteed extensions.

If you are an armed forces reservist and you are called to active duty or otherwise have a schedule conflict, I need to see documentation in a timely manner that acknowledges your service commitment.

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 your supervisor or I find you working on work for other classes, surfing the web, texting, or updating your Tumblr™/Imgur™/Whatever account, we may dismiss you and count you as absent for the day, penalizing your Professionalism grade and evaluations.

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.



In addition, you will be traveling and representing the Department of English and The University of Texas at Arlington (for all interns), Arlington Public Library (for Documentation Specialist Interns and Teaching Interns), and the International Museum of Cultures (Collections Catalogue Interns), therefore interns must conduct themselves at all times while away from campus or on campus during a specified internship-related event as a representative of not only the university but also the Department of English (for all interns), Arlington Public Library (for Documentation Specialist Interns and Teaching Interns), and the International Museum of Cultures (Collections Catalogue Interns). Internship-related events require appropriate dress (i.e., business casual or otherwise determined by the organization's professional requirements) and appropriate conduct. Severe deviations from what is considered appropriate by the supervisor(s) or the supervising professor will result in a reduction of a grade or, if warranted, removal from the course.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit www.uta.edu/news/info/campus-carry/.

Classroom Visitors

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

Academic Integrity

Students enrolled all UT Arlington courses must 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). Only those students who have officially documented a need for an accommodation will have their request honored. 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) www.uta.edu/disability or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.
- **Counseling and Psychological Services**, (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: 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 www.uta.edu/eos.

Title IX Policy

The University of Texas at Arlington ("University") is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Jean Hood, Vice President and Title IX Coordinator at (817) 272-7091 or jmhood@uta.edu.

Drop Policy

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 www.uta.edu/universitycollege/resources/index.php.

The IDEAS Center (2nd Floor of Central Library) offers free tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. To schedule an appointment with a peer tutor or mentor email IDEAS@uta.edu or call (817) 272-6593.

The English Writing Center (411LIBR): The Writing Center Offers free tutoring in 20-, 40-, or 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Our hours are 9 AM to 8 PM Mon.-Thurs., 9 AM-3 PM Fri. and Noon-6 PM Sat. and Sun. Register and make appointments online at uta.mywconline.com. Classroom Visits, workshops, and specialized services for graduate students are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. library.uta.edu/academic-plaza

Librarian to Contact: Diane Shepelwich (English Subject Librarian)

Student Feedback Survey

At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are 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 via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit www.uta.edu/sfs.

NB: Per Dr. Maria Martinez-Cosio, Assistant Vice Provost for Faculty Affairs on December 5, 2016, only courses with an enrollment of five or more participate in the SFS.

Final Review Week

For semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabus. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, you should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will arrange to assist individuals with disabilities.

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 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 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: Question about Time Logs*.)
- 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 5 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 Tuesdays and Thursdays.

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 learn of any major changes in writing.

Social Media Internship Addendum

The following section applies only to students engaged in the Social Media Internship with the Department of English under Dr. Worlow.



Weekly Meetings

You should expect weekly meetings lasting 30-50 minutes or so during the week, preferably on Tuesdays from 1-2 PM, but we can adjust this schedule as necessary. During these meetings, we will plan the week's agenda and take care of necessary business related to running the Department's social media presence.

Projects Relating to Social Media

Because we are launching a new social media presence for the Department, we have several projects to do before we *formally* launch those accounts. "Grades" for these documents will factor into your periodic evaluations and professionalism.

1. **Social Media, Legal, & Policy Orientations**: You will read up on applicable UT Arlington policies, guidelines, and legal considerations. We will also discuss ethical and content guidelines.
2. **Social Media Policy Guide**: This document reflects the revisions for Spring 2017. Under Dr. Worlow's supervision, you will also research and update the Style Guide as part of this document. This Guide will serve as the "social media bible" for future interns and for the Department.
3. **Authoring Social Media Content**: This process will involve researching and writing stories/posts for social media platforms, adapting as necessary to take best advantage of the individual platforms.
4. **Social Media Strategy Proposal**: You will prepare a formal professional report and proposal on what strategy the Department should adopt after Spring 2017—including which social media platforms and why and how we should adopt them—prepared under the tutelage of Dr. Worlow. You will include an analysis of traffic and engagement patterns from across our social media accounts to apprise the Department on the progress and status of our initiative. We will submit this proposal to Dr. Krajewski and other personnel in the Department.
5. **Social Media Strategy Presentation**: You will prepare and present a formal presentation of your proposal to a group of Departmental personnel including Drs. Krajewski and any other pertinent personnel, shortly after submitting the Proposal. Dr. Worlow will coach you regarding the presentation. I am requiring this presentation to give you practice and experience with producing these kinds of documents and presentations, and we will offer you feedback. In addition, you will revise the proposal after the presentation and feedback with any changes the Department chooses to implement.

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 is a couple of minutes late?
A. Tough. Do not 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 may not revise.

Q. What if my assignment is too short/fails to 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 are a little over the maximum, then do not worry about it. If you are well over the maximum (for example, 10 pages rather than 5), then I am 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 are worried about passing, then you probably should have done more/done a better job/gotten help sooner. If I have already offered extra credit, then do that, but do not expect to change magically a failing grade into a passing one.

Q. But I need [some particular grade] for financial aid/to graduate/to get into [some program]!
A. Maybe you should have done better before this point.

Q. Can you look at my draft for me and give me feedback?
A. Sure. Bring it by my office **as a hard copy**. **Do not 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 is before the deadline, try using a different browser or another computer. If that does not work, email it to me **before the deadline as an attachment**. If it is after the deadline, start thinking about how to avoid having this problem on the next assignment. If a quiz has an issue, then take a screenshot of the error and contact me before class.

Q. Do you drop any grades?
A. Not in this course.

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 have 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. 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 within which you are working.

Q. Where is your office? When are your office hours?
A. Look at the cover page of this syllabus and under **Office Hours.**

Q. What goes into a Time Log?
A. You should record the days and times you worked on internship business, how many hours you worked on each day, and indicate what general activity you performed during that time for the internship. You can find a simple template Word document on Blackboard that you can use and adapt. Time logs show me (and your supervisor) how much time you put in on the internship.

Important Dates for Spring 2017



- **NB**: Time logs due on Blackboard every Friday by 11:59 PM. Submit copies to supervisors, if they desire, using whatever method they prefer.
- **January 17**: Term begins. Release forms due by January 19 to Dr. Worlow.
- **January 27**: First reflection essay due to Dr. Worlow on Blackboard.
- **February 21 or 23**: First monthly meeting with Dr. Worlow due this week
- **February 28**: First evaluation due from supervisors to Dr. Worlow (worlow@uta.edu)
- **Week of March 13: Spring Break.** However, note that your professional responsibilities as interns do not cease during Spring Break. If you want Spring Break off, you must make *professional* arrangements with your organization and supervisor. A time log entry will be available on Blackboard for Spring Break if you do internship activities during that period.
- **March 20**: Second reflection essay due to Dr. Worlow on Blackboard.
- **March 28 or 30:** Second monthly meeting with Dr. Worlow due
- **March 30**: Second evaluation due from supervisors to Dr. Worlow
- **April 10**: Resume & cover letter due on Blackboard as PDF copies. Please make an appointment to meet with Dr. Worlow for feedback sometime that week.
- **May 2-4**:
    - Final evaluation due from supervisors to Dr. Worlow
    - Final meeting with Dr. Worlow due
    - Internship Exit Interview due
    - Final reflection essay due to Dr. Worlow on Blackboard on May 4.
- **Final day of regular term is May 5**—internships conclude. Final reflection piece and time log due on Blackboard.
- **This course has no final exam**. Your supervisor *may* want some kind of final project from you, arranged with you in advance.