

ENG 381: Writing Internship in Professional Writing & Rhetoric

Term:

Student:

Internship Credit Hours:

Internship Dates:

Faculty Sponsor:

Faculty Sponsor Email:

Faculty Sponsor Phone:

Internship Site:

Internship Supervisor:

Supervisor Email:

Supervisor Phone:

A Note about Writing and Editing Experiences in Professional Writing & Rhetoric Internships

Internships are an important educational experience. The classroom is a beneficial place for learning new theories and practices, and developing theoretical and practical fluency in a relatively “safe” environment, one that is focused on helping students learn. But there’s only so much one can do in the classroom to experience how disciplinary knowledge – the theories and practices of rhetoric and professional writing – can be integrated into the workplace. Internships put you in a position that is neither as safe as the classroom nor as risky as a job. When you’re in an internship, your primary goal is still to learn (which is not the case once you’re in a job), so the internship gives you the opportunity to learn within a workplace context.

Since a writing internship in Professional Writing & Rhetoric is intended to help you apply and extend your PWR disciplinary knowledge within a workplace context, your internship must include on the job writing and editing experiences. If you discover, after a week or two at your internship site, that your internship has fewer writing and editing opportunities than you anticipated, you should initiate conversations with your internship supervisor and faculty sponsor about identifying additional opportunities to practice your PWR disciplinary knowledge.

Internship Assignments for Academic Credit

To facilitate ongoing reflection about how PWR theories and practices, as well as PWR coursework, apply to internship experiences, all PWR interns are expected to complete:

- *Work logs of daily activities (Due Weekly)*
Your work log should list all the activities you completed during each day of your internship, including activities not related to writing and editing. Throughout the day, or at the end of the day, type a list of your internship tasks and estimate the amount of time you spent on each task. Remember to date each daily log, or if you use one document for the entire week, remember to use headings to indicate which tasks you completed on each day. This work log is

intended to inform your weekly reflections and to serve as a reminder about what work you completed during your internship. Email your work logs to your faculty supervisor with your weekly reflection at the end of each week.

- *Weekly reflections about the application of PWR theory and practices to internship tasks (Due Weekly)*

At the end of the week, review your daily work logs and reflect on how you applied PWR disciplinary knowledge throughout the week. Use the following questions to guide your writing, but organize your responses as a coherent email to your faculty sponsor, with a brief introduction to the week's activities, thoughtfully crafted paragraphs, and a concluding statement about your takeaways for the week. Remember to attach your work logs for the week when you submit your weekly reflection.

Questions to consider:

- What challenges did you encounter during the week?
- What experiences and/or products are you most proud of this week, and why?
- How do this week's activities relate to your prior coursework and the theories and practices you've learned about in PWR classes?
- What did you learn this week that will inform your work at your internship site in the weeks to come?
- Based on this week's experiences, what questions do you have for your Internship Supervisor or your Faculty Sponsor?

- *Relevant readings selected in consultation with the Faculty Sponsor*

Based on your work logs and weekly reflections, you and your Faculty Sponsor will select occasional readings to read and discuss.

- *At least one CUPID Blog Post about the internship experience (Due: By End of Internship)*

Since internships are a shared experience in the PWR curriculum, each intern is expected to submit at least one CUPID Blog Post about the internship experience. You should consult your Faculty Sponsor to decide when to submit your post and what the focus should be. Some students might opt to share their experience working on a specific internship project or event, while others will prefer to share an end-of-internship reflection on the learning experience. Remember that the CUPID Blog has a public audience, so in some cases, you might need to negotiate with your Internship Supervisor what documents or activities you can discuss in the blog post.

- *An end-of-internship portfolio with sample pieces and reflective contextual narratives (Due: One Week After Internship Ends)*

In a Digication Portfolio, you should collect and organize samples of the writing and editing you completed during your internship. A contextual narrative should accompany each

writing/editing sample; this significant reflective element provides the “story” of each portfolio entry. Your contextual narrative should describe the rhetorical situation in which the document was created (e.g., where, by whom, for whom, when, why) and the rhetorical choices you made while composing and revising the document. You might talk about the process behind the document, including how you elicited and used feedback from others at your internship site, as well as any challenges you had to work through. Finally, you should reflect on what PWR skills or strategies the document showcases.

Your Faculty Sponsor will help you decide how many samples (and corresponding contextual narratives) your portfolio should include based on your individual internship and the number of internship credit hours in which you are enrolled. Keep in mind that you can opt to include these items in the PWR Portfolio that you are required to submit as a senior, so taking time to draft and revise strong contextual narratives now could save you time later. (See http://www.elon.edu/e-web/academics/elon_college/english/pwr/portfolios.xhtml for more information about the PWR Portfolio Requirement.)

Staying in Touch

Most communication between you and your Faculty Sponsor will be via email, but don’t hesitate to request a phone conversation to discuss challenges you’re facing during this learning experience. Likewise, based on your weekly reflections, your Faculty Sponsor might request a phone conversation to follow-up on your internship experiences.

Your Faculty Sponsor will contact your Site Supervisor at least twice during your internship. In addition, your Site Supervisor can initiate additional conversations.