

**University of Arkansas – Fort Smith**  
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## **General Syllabus**

### **RHET 4953 Writing Internship**

Credit Hours: 3

Internship/Practicum Hours: 3

Prerequisite: Junior standing, 2.75 GPA, and consent of instructor

Effective Catalog: 2019-2020

## **I. Course Information**

### **A. Catalog Description**

Student is placed in a working environment that requires the use of advanced skills in reading, research, and writing. They will be exposed to comprehensive professional experience such as extended job shadowing, and other systematic, planned work experiences. Student will work under the supervision of an individual at the internship agency and a member of the English faculty. The student must secure permission from both supervisors prior to registration.

### **B. Additional Information**

Students will work under the instruction of a member of the English, Rhetoric, and Writing Department and an individual supervising the internship. They will fill out the necessary internship paperwork from Career Services. Students will be asked to complete two written reflections; craft a presentation; and complete two elements of a work portfolio.

## **II. Student Learning Outcomes**

### **A. Subject Matter**

Upon successful completion of this course, the student will be able to:

1. Perform professional activities as assigned by site supervisor and instructor.
2. Apply materials learned in English courses to a real world professional environment.
3. Write daily reflections of internship experiences.
4. Construct a work portfolio with internship documents and other documents relevant to the individual student's career trajectory.
5. Develop a resume for inclusion in the workplace portfolio.

6. Create and present an end-of-term presentation demonstrating workplace experiences and skills attained as well as a reflection on the cumulative internship experience.

## **B. University Learning Outcomes**

This course enhances student abilities in the following areas:

### **Analytical Skills**

#### **Critical Thinking Skills**

Students will identify problems/issues and develop solutions/analysis. Students will analyze a variety of texts for their rhetorical and/or literary features, as well as analyze the rhetorical situation to which the texts they produce respond.

#### **Communication Skills (written and oral)**

Students will communicate proficiently. Students will practice communication skills through discussions, presentations, and a variety of required written assignments.

#### **Ethical Decision Making**

Students will model ethical decision-making processes. Students will practice critical response to the writing of others, responsible use of research materials and intellectual property, and the ethical use of persuasion.

#### **Global & Cultural Perspectives**

Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own. Students will analyze the rhetorical situation, produce texts for a variety of audiences, and avoid the use of biased language.

## **III. Major Course Topics**

### **A. Administrative**

1. Submit internship application
2. File completed application and UAFS Career Services paperwork
3. Meet with internship site supervisor to discuss duties and to set up work schedule
4. Complete official log of hours worked and work accomplished
5. Communicate with internship instructor on a regular basis
6. Establish learning goals for the internship experience
7. Mid and end of semester supervisory meeting with instructor and supervisor

### **B. Production of workplace documents**

1. Reflection on career goals
2. Development of a CV/Resume and building a professional web presence
3. Creation of a recommendation request memo

### **C. Reflection on Experiences**

1. Demonstration of the use of competencies attained in the degree program in internship engagements in reflection papers and oral presentation