

ENGL 498 CAPSTONE INTERNSHIP IN ENGLISH (3 credits)

revised Aug. 20, 2021

"Be brave. Take risks. Nothing can substitute experience." – Anonymous

Course Description: On-the-job experience in research, editing and writing in government, public relations, journalism, industry, and other professional positions. Completion of the major portfolio. Not open to students in the Secondary Education concentration.

Prerequisites: ENGL 300 (may be taken concurrently), senior English major status, and consent of English Internship coordinator.

Eligibility

If you're interested in the English Internship, you should first meet with Professor Zosha Stuckey, who coordinates the program. Professor Stuckey may be reached by e-mail (zstuckey@towson.edu). Her office is Liberal Arts 5358. To be eligible, you must:

- ❑ Be an English major or minor (though students in other majors may register with special permission from Professor Stuckey);
- ❑ Have senior standing
- ❑ Have successfully completed a minimum of three upper-level English courses at Towson University, preferably including an upper-level expository writing course;
- ❑ Have a 2.7 cumulative GPA at Towson University or obtain a waiver of this requirement from Professor Stuckey.

Selecting and Registering for an Internship

Students eligible for an internship can meet with a member of the staff in the Internship Office of the Career Center. The best way to make an appointment is by telephoning 410-704-2233 and speaking with the receptionist. The counselors in the Internship office can assist you with your internship placement. You may choose from dozens of approved internships or you may seek out an internship on your own, subject to Professor Stuckey's approval.

Or, you can email Professor Stuckey to ask for more English related leads on internships.

You may attempt to register for ENGL 498 after you finalize your placement. You will need Dr. Stuckey's permission to register--do not assume that there will still be spots left in the course until you've received final approval from Dr. Stuckey.

Requirements and Grading

You must:

- ❑ Work a minimum of 108 hours;

- ❑ Earn at least a sufficient rating from your job supervisor; your employment supervisor's evaluation of such things as mastery of necessary skills, initiative, effort, improvement, punctuality, and other aspects of professionalism will determine 60% of your final average.
- ❑ Professor Stuckey's evaluation of your reports, assessment portfolio, and ability to complete all requirements in a timely and professional manner will determine the remaining 40% of your final average. It is imperative that you work closely with Professor Stuckey and meet your deadlines.
- ❑ Meet with Professor Stuckey a minimum of three times throughout the semester; twice during the summer.
- ❑ Arrange for Professor Stuckey to visit you at the job site (or meet with your supervisor via phone or Zoom) preferably no later than mid-semester;
- ❑ Complete the English Department's Student Portfolio (which you received in ENGL 300) subject to the internship coordinator's approval;
- ❑ The Internship as Capstone employs regular (A to F) grading.
- ❑ *Failure to complete either your Student Portfolio, the required 108 hours on the job, or any of the required reports will result in a grade of F for the course.*

Complete the following written requirements (listed below) and submit them to Professor Stuckey (on Blackboard) no later than the second-to-last day of the final exam period for the semester. The quality of the reports must be judged at least satisfactory (C).

1. **A First Report** - 5%/5 points - (250-500 words) **Due after you have completed approximately 20 hours** on the job. Detail your responsibilities, the nature of the supervision provided by your employer, and any problems you have encountered.

Include -

- (1) Your name, student ID number, address, telephone number, and e-mail.
 - (2) The company or organization's name and address, your supervisor's name, position, e-mail address, and telephone number.
 - (3) Your work schedule (days and hours).
 - (4) Your duties and responsibilities (describe in detail).
 - (5) Your learning goals. List at least five things you want to learn this semester & how this fits into your longer term goals.
 - (6) Nature of supervision.
 - (7) Initial impressions.
 - (8) Problems, or potential problems?
 - (9) Is the internship experience everything you had hoped it would be so far?
2. **A Proposal for a Final Project** - 5%/5 points - (250-500 words) Draft a proposal for your final project **due by mid October, mid March, or mid July** depending on semester you are enrolled in the course (see the attached form). See assignments on blackboard for exact dates. You should meet with Dr. Stuckey before or after you turn this in so that you can get feedback and guidance.

Include:

- (1) An explanation of what you want to do and how it relates to the internship; include more than one option for the project if you are undecided.
- (2) At least five sources you will use (three must be scholarly).
- (3) A reflection on what your professional or personal goals are related to this project and how this project might fulfill them (in other words, what do you want to learn or get out of this?).
- (4) Any other ideas, questions, problems, or thoughts that are related.

3. **A Final Project** - 20%/20 points - **(2,500-3,750 words; at least five sources, three scholarly)**. **Due by first day of exams.** Discuss ideas with Professor Stuckey toward the beginning of the internship and throughout. Complete an original or research-based project or paper related to the work you are doing at your internship, the subject to be decided upon by you and your supervisor and approved by Professor Stuckey. This work should must be up to Senior Capstone standards. At least part of it must be upper level scholarly research.

Examples have included:

- (1) A history and analysis of women-run small presses which included contextualization of the site.
 - (2) A discussion and analysis of how Tech Writing jobs utilize mentorship and an updated review of the technology.
 - (3) A guide to copywriting based on the site's standards with support from scholarly and professional sources.
 - (4) Cultural differences in communication in workplaces and how they manifested at the site.
 - (5) A feature article on Black Owned Restaurants in Baltimore (with interviews of owners), along with historical research. Submitted to the magazine interned for.
 - (6) An Annual Report for a non profit that has researched & data components.
 - (7) Discussion and analysis of how Amazon is putting small presses out of business with some application of that in real time at the site.
4. **A Final Report** (1000-2000 words) & **A Log of Hours** - 5%/5 points - **Due by first day of exams.** Describing and evaluating your internship experience.

Include:

- (1) Description in detail of the work you did and the things you learned.
- (2) Examples of your work and discuss them in the context of your training (you may include examples in an appendix when appropriate).
- (3) Explanation of what the English department education helped prepare you for your work.
- (4) Reflection on if you reached your goals; analysis of this on-the-job experience in terms of your professional growth.

(5) Evaluate the experience and make suggestions for improving the internship experience. Comment on the nature of the supervision.

The Log of Hours details the work you performed each week. This can be in any form as long as you can upload to blackboard. Include the date, hours worked, and explanation of the work performed.

- Your Final English Portfolio. Due by first day of exams.** Email our office administrator, Susan Weininger sweininger@towson.edu for instructions as to how to upload the portfolio to Sharepoint/Office 365. The instructions for the work to be included were given to you in ENGL 300, but Susan will also have a copy of that.

Grade ranges and point values

Grade points	Letter grade	Grade points per unit	Course points earned of 100
4.00	A	4.00	92.5-100
3.67	A-	3.67	89.5-92.4
3.33	B+	3.33	87.5-89.4
3.00	B	3.00	82.5-87.4
	B-	2.67	79.5-82.4
2.00	C+	2.33	77.5-79.4
	C	2.00	69.5-77.4
	D+	1.33	67.5-69.4
	D	1.00	59.5-67.4
0.00	F	0.00	0-59.4

Course and University Policies

Anti-racist Pedagogy and Hate/Bias Reporting

This course celebrates the variety of backgrounds, perspectives, and beliefs of our communities. This course is dedicated to advancing social justice, anti-hate/bias, and anti-racism and advances justice for all people. Diversity is defined as differences based on sex, sexual orientation, race & ethnicity, color, nationality, gender or expression, mental/physical ability, religious affiliation, age and veteran status. TU has a mechanism in place for reporting hate/bias incidents:

<https://www.towson.edu/inclusionequity/reporting.html>. Or please talk to me if you need assistance.

Attendance & Late Assignments

Attendance at the site & at meetings and on-time submission of assignments are crucial to your success in this course. I will allow unpenalized late work only if you've received approval from me prior to the due date or if you've made arrangements with me due to excused absence. If you've failed to talk to me prior to the due date, I am not obliged to accept late work unless you have a documented excused absence or have made arrangements. To make up missed work, you must talk to me before turning in.

Academic Integrity

You will be held to the traditional standards for academic honesty, which are in the Student Academic Integrity Policy <http://wwwnew.towson.edu/provost/resources/studentacademic.asp>.

The following constitute violations

- Plagiarism: Presenting someone else's work as your own
- Fabrication and falsification: Inventing or altering information for academic work
- Cheating: Using unauthorized materials in academic work
- Complicity in academic dishonesty: Assisting someone else in committing an academic violation
- Abuse of academic materials: Making resource materials inaccessible to other students
- Multiple submissions: Submitting substantial portions of the same academic work (including oral reports) for credit more than once without authorization of the instructor(s)

Penalties include a reduced or failing grade on the assignment and/or course. Ask me if you have questions.

Emergency Closure Policy:

Conditions on campus sometimes force the university to close. Should this occur, I will send a message to your Towson e-mail addresses that explains any revisions to our schedule and assignments. The university's website and the main University phone number (410-704-2000) state when conditions on campus force the university to close. To have text message alerts regarding campus closings sent to your cell phone, visit:

<http://www.towson.edu/adminfinance/facilities/police/campusemergency/>

Student Support & Resources

Accessibility and Disability Services

If you are a student with a disability or need accommodations please contact me to discuss your specific needs. For more information contact ADS at 410-704-2638 or visit <https://www.towson.edu/accessibility-disability-services/>.

Loaner Laptop Availability

The Office of Technology Services (OTS) has a limited number of laptops to loan to students whose personal computers are unable to run Blackboard, WebEx, Zoom or applications required by the curriculum. If you need to borrow a device, talk to your instructor; they can submit a request on your behalf.

Writing Services

Towson offers a range of writing support services for undergraduate students, graduate students and international students, including the [Writing Center](#), [Online Writing Support](#) and [English Language Center](#).

Food Insecurity & Food Share

If you need food assistance, please visit <https://www.towson.edu/studentlife/housing/dining/food-insecurity-foodshare-programs.html>