

Professional and Technical Writing Internship Program

Patrick Corbett, PhD
PTW Internship Coordinator
Assistant Professor of English

Independent Study Proposal – Name Here

Proposal of Course of Study

[Your content here – two or three paragraphs. See examples as guides]

Role of Faculty Supervisor

Prof. Patrick Corbett is the Internship Coordinator for the PTW Program and is supervising this study. His role is to ensure that the internship experience is valuable to the student, complies with all rules and regulations, and meets the program objectives for ENG 4900. He will meet with me every three weeks to ensure adequate progress, as well as my supervisor. He will supervise my “course deliverables” for the Independent Study (listed below), and be available as needed for degree-to-career support.

Timeline and Evaluation of Study

PTW Internships are 120 hours to completion, and run from eight weeks (15 hours/week) to 12 weeks (8 hours/week) in length. My schedule will be set in a way that is consistent with schedule and the needs of my employer.

The deliverables for the ENG 4900 PTW Internship are:

Assignment	Credit	Description
Reflective Project Report	30%	A professionally-composed presentation report (10 to 12 pages) of the entire 120-hour internship. Interns produce weekly productivity reports and reflections while onsite that will serve as the raw data for the final report. The report will include a presentation of how the intern spent their time while on site, major challenges and accomplishments, an analysis of their time onsite, their reflection on the work they did and what they learned, and a statement from their supervisor about what they accomplished.
Supervisor’s Report	30%	A formal assessment of the contributions made by the intern for the organization. Evidence-based. Supervisors will have an evaluation form to guide their assessment.
ePortfolio	40%	PTW students develop ePortfolios in ENG 4900. Students are required to create a functional and aesthetically appropriate OpenLab ePortfolio with an updated resume,

		bio, at least three representative projects (with reflective statements for each), and the Internship Experience.
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Professional and Technical Writing Program

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WORKPLACE INFORMATION SHEET

INTERN NAME:	
COMPANY NAME:	ADDRESS:
DEPARTMENT:	SUPERVISOR:
PHONE:	EMAIL:

Internship Guidelines:

- Before an internship can begin, an onsite visit between the workplace supervisor and internship coordinator must be satisfactorily completed.
- While onsite, interns must obey all workplace as well as CUNY rules, regulations, and guidelines.
- Interns must report all work completed on-site to the Internship Coordinator using the weekly productivity report templates provided.
- Supervisors must submit an end-of-internship report before December 15th (otherwise interns risk losing 30% of their final grade).

Please address all internship-related questions to the PTW Internship Coordinator:

Prof. Patrick Corbett
608-213-4384 (cell)
pcorbett@citytech.cuny.edu

I have reviewed the internship guidelines and have had a chance to ask questions about my onsite responsibilities.

INTERN SIGNATURE:	DATE:
SUPERVISOR INITIALS:	DATE:

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WEEKLY PRODUCTIVITY LOG

Each PTW intern must log 120 hours of onsite work that is relevant to their specialization. Interns should complete this log (including the weekly summary) before their supervisor reviews and sign-offs on it. Completed forms should be returned to the Internship Coordinator's mail box (Namm #512) no later than one week after the week logged.

The quality of your weekly logs affect your internship grade. You will use them in writing your final reflective essay for the internship, so be detailed and thorough.

WEEKLY SUMMARY OF WORK:

INTERN NAME:

COMPANY NAME:

WEEK OF:

DATE	START TIME	END TIME	REGULAR HOURS	BREAK(S)	TOTAL HOURS
<i>EX. Tues 7/7/07</i>	<i>9:30</i>	<i>2:30</i>	<i>5</i>	<i>15 MIN</i>	<i>5</i>
WEEKLY TOTALS					

Internship Field Supervisor Final Evaluation Report

Please complete with sufficient detail this final evaluation report for your Professional and Technical Writing intern from the New York City College of Technology, CUNY. The content of your evaluation counts toward a substantial portion of the intern's final grade for this experience. It will be treated as part of the intern's confidential academic record. You are welcome (and encouraged) to share your evaluation report with the intern to the degree you feel that it is useful and appropriate to do so.

If you have any questions, comments, or concerns, please email the Internship Coordinator, Patrick Corbett, at pcorbett@citytech.cuny.edu.

Thank you for your time and willingness to mentor an emerging professional.

* Required

1. Email address *

2. What is your name, title, and company?

3. Briefly describe the nature of the business of your company and your role.

4. Did the intern complete at least 120 hours of substantive professional or technical communications work during the course of this internship? *

Overall Internship Performance

Please offer your thoughts on the questions below. A paragraph for each is sufficient.

5. Did the intern satisfactorily perform the duties expected of her/him? Please summarize these assigned duties and briefly explain. *

6. Please describe in some detail what you feel is the most important contribution of the intern to your organization. *

7. What competencies, habits, and/or knowledge do you feel the intern should improve upon in their overall performance as they move into a future workplace role? *

Workplace Readiness Assessment

Please give your intern a rating for each category below. To assist you, please use the rubric below and your own understanding of the professional standards of your workplace:

Poor Performance -- Intern was unwilling or unable to perform, even with ongoing training and/or mentoring.

Fair Performance -- Intern required significant ongoing training and mentoring, but was able to perform.

Good Performance -- Intern responded to training and mentoring to perform well.

Excellent Performance -- Intern made a valuable contribution to the workplace, with or without training and mentoring.

Truly Exceptional Performance -- Intern is performing at the level of a entry-level professional employee.

8. Did the intern maintain appropriate contact with you over the course of the internship? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

9. Was the intern consistently punctual for work, appointments, and with assigned duties? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

10. Did the intern reliably perform all job assignments? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

11. How would you rate the intern's ability to solve problems associated with assigned tasks? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

12. How would you rate the intern's workflow and organizational skills? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

13. How would you rate the intern's communications skills (i.e., ability to work well with co-workers, clients, and the public)? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

14. How would you rate the intern's ability to work independently and ask for help when appropriate? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

15. How would you rate the intern's ability to negotiate workplace problems and/or conflicts effectively? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

16. How would you rate the intern's eagerness to learn the role and tasks assigned to them? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

17. How would you rate the intern's ability and willingness to comply with workplace procedures? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

18. How would you rate the intern's ability and willingness to accept constructive criticism from their supervisor and colleagues? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

19. Did the intern consistently maintain a professional demeanor? **Check all that apply.*

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

20. Did the intern consistently maintain a professional appearance? *

Check all that apply.

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

21. What is your overall assessment of the intern's work quality? *

Check all that apply.

- Poor Performance
- Fair Performance
- Good Performance
- Excellent Performance
- Truly Exceptional Performance
- Other (please describe in the next section)

Other

22. Please explain any "Other" responses from above. If none, skip to the final section.

Overall Performance

23. Please offer your summative thoughts on your experience with the intern, including your honest assessment of their likelihood of future success based on their intellectual and emotional performance in the workplace. *

Send me a copy of my responses.

