



INDEPENDENT STUDY SYLLABUS

Professional and Technical Writing Internship

Dates: 1/27/2018 to 5/24/2018

FACULTY INFORMATION

Instructor: Dr. Patrick Corbett, Assistant Professor of English

Office: Namm #520

Telephone: (718) 260-5429 (office)

Email: pcorbett@citytech.cuny.edu
plcorb@gmail.com

Office Hours: Tuesdays 11:00 a.m. to 11:30 a.m.
Thursdays 12:45 p.m. to 2:00 p.m.

Other times on a case-by-case basis (contact me).

You can also send me your questions (but not assignments) via email. If an email response is necessary, you can expect it within 24 hours.

INDEPENDENT STUDY INFORMATION

Credits: 4

Course Format: Independent study

Course Meeting Times: Times and Locations TBD

Pre-requisites: Approval, ENG 3780, & ENG 4700

Catalog Description: Students complete a 120-hour internship. In-class meetings provide an opportunity for presentations and electronic portfolio development to enrich the learning experience. Students write weekly status reports. Supervision is by both the faculty and the job supervisor.

ENG 4900 is designed to offer you the opportunity to complete a 120-hour on-site internship related to professional and technical writing in a supportive academic setting. The focus of course and individual meetings will be on discussing the career professionalization and creating ePortfolios.

As part of your work in ENG 4900, you will be responsible for securing a 120-hour internship that meets the program requirements (I can assist you with this to whatever degree you need). You will keep a daily log of activities and time spent during the internship, along with weekly summaries that will be developed into an end-of-internship report that will be hosted along with a well-designed ePortfolio that will be hosted

on OpenLab. **This will require extensive time and dedication on your part** and will constitute a majority of your course grade.

Textbooks: **None**

INDEPENDENT STUDY STRUCTURE

ENG 4900 is a four-credit independent study. The study involves four to five individual meetings, scheduled at mutually convenient times.

In addition to your internship, you should expect to spend several hours per week working on the documentation requirements for the internship and your ePortfolio.

Blackboard: This course does not use the Blackboard OLS.

OpenLab: You ePortfolio will be built (or linked to) in OpenLab. You will need your OpenLab user name and password to access the ePortfolio site. You can find our OpenLab course home here: <http://openlab.citytech.cuny.edu/courses/>.

Google Drive: Course materials will be available to you on Drive. You will need to provide your Google email so I can add you to our shared folder.

INDEPENDENT STUDY POLICIES

Student Responsibilities: This is not your usual yada-yada. Read it.

You will be working off-site at a place of employment as a representative of CUNY, City Tech, and your degree program. This involves a heightened level of responsibility on your part. This includes:

1. Be familiar with CUNY and City Tech policies and procedures. Many of the important policies and procedures are in the Student Handbook on the City Tech website, located here:

<http://www.citytech.cuny.edu/files/students/handbook.pdf>

2. Apply, interview for, accept an offer, and complete a 120-hour internship plus all additional work to earn credit for the Independent Study.
3. Abide by all company (and CUNY) policies and regulations while on-site.
4. Notify the Internship Coordinator in writing of any changes in employment status (e.g., a start date for a forthcoming internship, a change in supervisor, termination of your employment for any reason, etc.)

Coordinator Duties:

As the internship coordinator, I commit to communicating openly and frequently with you about the independent study. I will coordinate meeting times and supervise the delivery of the Independent Study requirements. I will assist when asked in securing internships (e.g., giving recommendations, mining leads, etc.) I will maintain a professional and safe learning environment that adheres to the policies of the College. You can expect a reply to communication, be it via e-mail, through online discussions, voicemail, or in person, within 24 hours. If you have a problem with your internship experience, my evaluation of your performance, or any other aspect of the independent study, please reach out to me to talk.

Participation:

Obviously, you are expected to participate in the full 120-hour internship and all additional meetings. This is a required, professionalizing experience.

Attendance:

Independent studies do not meet on a regular schedule. Meeting times are mandatory, and you can expect to meet as a group or with me individually about once every two-to-three weeks. Your attendance at these meetings is recorded and reported to the college according to CUNY policy. You cannot pass the class without attending the meetings.

New York City College of Technology Policy on Academic Integrity: Students and all others who work with information, ideas, texts, images, music, inventions, and other intellectual property owe their audience and sources accuracy and honesty in using, crediting, and citing sources. As a community of intellectual and professional workers, the College recognizes its responsibility for providing instruction in information literacy and academic integrity, offering models of good practice, and responding vigilantly and appropriately to infractions of academic integrity. Accordingly, academic dishonesty is prohibited in The City University of New York and at New York City College of Technology and is punishable by penalties,

including failing grades, suspension, and expulsion. The complete text of the College policy on Academic Integrity may be found in the catalog.

Submitting Work: All work must be uploaded to the specified location (Google Drive or OpenLab) by 10:00 a.m. on the day specified on the assignment sheet. Typically, you will submit assignments as a document file (.doc, .rtf, .docx, or .pdf---**not a google doc**).

Please name your file with the assignment name, and your last name. For example, *Research Paper 1_Smith*. Be sure to exercise effective document control in your Drive folder, so that I can easily find and evaluate the correct draft of your work.

For the sake of sanity (primarily mine), I do not accept or even acknowledge coursework that is submitted by email unless I directly solicit it.

City Tech Email: Official course communications from the College will be delivered to your student email. When you contact me by email, please do so from your City Tech email account. Student e-mail can be accessed at: http://cis.citytech.cuny.edu/Student/it_student_email.aspx.

Electronic Devices: College-wide policy prohibits you from using personal communications devices for non-instructional purposes in class, which is from 6:00 p.m. until 8:30 p.m. Your use of these devices disrupts class business. If you must use your phone, please excuse yourself from the classroom. Do not engage in texting conversations or video watching while in class. Please remove your listening accessories before you enter the classroom.

Recording: You may be asked to sign a media release form so that photos and videos may be taken and shared in class. You must get my permission if you wish to record in class for each occurrence.

Use of Social Media: Please do not use class time to explore or update these sites.

Class Cancellation: Official closures will be announced on local public radio stations and the City Tech website. If you are unable to safely come to campus, please stay home and notify your professors via your City Tech email. Coursework is due whether we have class or not.

GRADING METHODS

As the internship coordinator, I use a variety of methods to evaluate your work, including: holistic rubrics, analytical rubrics, non-rubric responses, credit for completion, oral feedback, and occasionally...a distant exasperated stare. Graded evaluations for the independent study are on a points system. You will receive points for each deliverable based on how well it meets the criteria articulated on the assignment sheet. The value of the points you earn for your independent study will be divided by total number of points available to determine your final letter grade for the course.

The internship coordinator is the "faculty of record," meaning that they are responsible for assigning you a grade for the independent study. Generally speaking, points equivalent to the grade of C will be awarded

to work that is "average." You can earn a C by showing up to our meetings, fulfilling all of the duties to doing the course work, earning satisfactory reviews at the worksite by your supervisor, and fulfilling all of the course objectives. The grade of B is awarded for work demonstrating qualities that appreciably exceed what might be expected of "average." An A is an honor grade, signifying consistent quality and effort that is often "outstanding."

Part of your grade for the independent study will be based on your on-site supervisor's report of the progress and conduct you have demonstrated during your internship. So, while only the faculty-of-record can assign a grade, on-site reports will be part of it.

Late Work: In an internship setting, students are expected to conduct themselves professionally at all times. If work is going to be late, be proactive in letting your supervisor, and the internship coordinator (if necessary) know.

Deadlines for independent study materials are for your benefit. Missing them puts you at risk of not delivering the required materials in the requisite time necessary to pass the course. Generally speaking, however, draft deadlines are flexible. Presentation deadlines and the final course deadline are not.

Grading Scale:

Grade	% Attained
A	93-100
A-	90-92.9
B+	87-89.9
B	83-86.9
B-	80-82.9
C+	77-79.9
C	70-76.9
D	60-69.9
F	59.9-0

ASSIGNMENTS

The workload of this course is appropriate for a capstone 4000-level course. You can expect to devote between one and 10 hours per week outside of your internship for the independent study. While this is enough commitment to be successful in this experience for most students, it is only the average amount of investment necessary to prepare a robust ePortfolio and internship-based documents.

This is what you will be doing for this course:

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. This ePortfolio must be presented "to the College"

Extra Credit: We're not in Kansas anymore, Toto.

STUDENT ASSISTANCE

Office Hours: I am available to you in Namm #520. You can email me to make an appointment (first-come, first-served).

I cannot stress enough the importance of using my office hours as part of a successful learning strategy. They are the place where we can work one-on-one when you need it the most.

Technical Assistance: If your technology problem is not directly related to the content of the course, I will not be able to help you. Help is available at the Student Computer Help Desk on the first floor of the Namm Building. Consultants are available by phone at (718) 260-4900. You can receive help online (if you are connected) here:

http://cis.citytech.cuny.edu/Student/it_student.aspx.

These services are available during the following times:

- Monday, Tuesday, Wednesday: 8:30 a.m. - 6:00 p.m.
- Thursday, Friday: 8:30 a.m. - 5:00 p.m.

If you encounter a problem, seek help immediately. Do not wait until the last minute.

Learning Center: Please consult with me when you have questions about how to do a particular assignment, or how to develop your ideas. Many students find the workshops and tutoring assistance of The College Learning Center to also be helpful. The College Learning Center can be found in the Atrium of the Namm Building at AG-18.

Disability Statement: City Tech complies with all provisions of the Americans with Disabilities Act and makes reasonable accommodations to students with documented disabilities. Please contact Disability Resources Services at (718) 260-5143 for more information. The resource office is located in the Atrium Building, Room A-237.

If you have a documented disability that requires academic accommodations, please see me in private so that we can discuss the accommodations that you need in this class. ***It is best to do this at the beginning of the course.***

COURSE CALENDAR

This course calendar will help you to create your schedule and budget your time. Prior to each class you will receive a more detailed synopsis of what you need to prepare for our next meeting. As the semester develops, this calendar may change to meet the objectives and needs of the class.

Date	Meeting Topic(s)	Notes	To Do
W1	Introduction Group Meeting #1		
W2			
W3			
W4			
W5	Individual Meetings		
W6			
W7			
W8	Group Meeting #2		
W9			
W10			
W11	Individual Meetings		
W12			
W13	Individual Meetings		ePortfolios (except for final project) Due
W14			
W15	Final Business Final ePortfolio Presentations		Supervisor's Report Due