

Internship Syllabus

Kenneth Rosenauer, Internship Coordinator

[Department of English, Foreign Languages, Journalism](#)

Division of Liberal Arts and Sciences
English, Foreign Languages, and Journalism Department
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Meetings are arranged
Dr. Kenneth Rosenauer, Professor
Email: klr9015@griffon.mwsc.edu
<http://www.missouriwestern.edu/eflj/lg/faculty/klr9015.html>
SS/C 222 E
271-4323 (MWSC)
387-8213 (home)
Office Hours: 9:00-11:00 Daily

ENG, ETC, JOU 316 Internship in English, English Technical Communications, or Journalism

Required Procedures:

Students must complete an internship application prior to enrolling in the course. Upon obtaining placement, the student and agency supervisor must complete an internship contract listing the number of hours to be worked and work objectives to be accomplished during the semester. The signed contract also lists the grading criteria for the internship. At midterm time, the supervisor completes a midterm evaluation form regarding his/her intern. The evaluation form is returned by the intern to the internship coordinator. At the end of the semester, the supervisor completes a final evaluation form. The intern completes a report or prepares a portfolio about his/her internship.

Course Objectives:

This course provides students with the practical application of skills in reading, writing, journalism, public relations, and/or technical communications at a business concern or agency. The internship correlates academic preparation with professionally supervised work experience (thirty clock hours for each hour of credit). Work objectives will be listed on the Internship Contract and signed by the intern, the intern's supervisor, and the Internship Coordinator.

Course Requirements:

- 1. Attendance is mandatory.** If you do not complete the hours required as stipulated in the internship contract, you will fail the course.
- 2. Office hours:** My office hours are listed above, along with my telephone number at Missouri Western and at home. Feel free to contact me if you need assistance. I am always glad to meet with students and/or consult via email.
- 3. Academic Honesty:** Work submitted under your name should be your work. You should clearly identify your

duties/responsibilities for any collaborative projects submitted in your internship portfolio. If you deviate from standard style practices (AP, MLA, APA = whatever your agency/supervisor uses), please explain why you have done so.

4. Student Disability: Students with disabilities (impaired hearing, vision, reading disorders, etc.) should notify me in writing of their disability on the internship application. I will work out a course of studies/placement for such students.

5. Grading Policy: Your grade for the course will be determined in this manner:

A

- successful completion of work objectives
- excellent and good ratings by the supervisor in the final evaluation
- well-written final report or portfolio
- completion of contracted work hours

B

- completion of work objectives
- good and average ratings by the supervisor in the final evaluation
- well-written final report or portfolio
- completion of contracted work hours

C-D

- partial completion of work objectives
- average/poor ratings by the supervisor in the final evaluation
- final report or portfolio has writing deficiencies
- completion of contracted work hours

F

- failure to complete contracted work hours and/or supervisor' s evaluation and/or final report or portfolio