



UNIVERSITY Writing Program

ENC 4940: University Writing Program Internship

Instructor:	Varies (Instructors in the University Writing Program)
Location:	University Writing Program, Turlington Hall 2215, 352-8461138
Office Hours:	TBA
Credits:	0 to 3; can be repeated with change in content up to 6 credits.
Prerequisite:	Instructor permission; ENC 1101 & ENC 1102 or higher-level Gen Ed Composition-designated course. Only upper-division students are eligible.

COURSE DESCRIPTION

This internship is designed for advanced students who want to learn about teaching and research at the collegiate level and gain experience as a teaching assistant (TA) or research assistant (RA). TAs work under an instructor's supervision in a course they have completed. RAs work under the supervision of a former instructor, on a project overseen by that instructor. Each undergraduate TA or RA experience is unique and tailored to the student's skills and knowledge and the instructor's needs. Independent of the course or instructor, TAs and RAs will benefit intellectually by developing their communication and leadership skills as they gain a better understanding of how people learn and how to conduct and communicate research.

COURSE OBJECTIVES/GOALS

ENC 4940 allows students opportunities to improve their teaching or research skills in a supervised setting. Together, the student and instructor will determine the requirements and expectations of the internship and complete an internship contract.

By completing ENC 4940, students will be able to:

- Use classroom knowledge, skills and methods in professional roles and settings;
- Complete a 0-3 credit internship experience;
- Identify, describe, and explain how the experience informed their understanding of the internship area;
- Identify and connect the knowledge and/or skills gained in their UF coursework to their internship observations and experiences;
- Describe and explain how the experience will support future behaviors, attitudes, and career development.

TEXTBOOKS/REQUIRED MATERIALS

If appropriate to the project, students may be required to purchase appropriate readings.

INTERNSHIP CONTRACT

The student and instructor should complete and sign the Internship Contract, which briefly outlines the plan of study/experience, including goals and expectations, the product(s) or outcomes, criteria for evaluation, and a timeline for completion of activities. Copies of the completed contract should be given to the student, the instructor, and the University Writing Program Undergraduate Coordinator.

Student TAs should complete UF's [FERPA Training](#) prior to starting their internship. RAs do not need to complete this unless deemed necessary by the supervising instructor.

COURSE EXPECTATIONS & GRADING

This course is graded S-U only. To receive an (S)atisfactory grade in the course, students must complete the work outlined in the contract below. Failure to complete the work agreed upon in the contract will result in a failing grade (U)nsatisfactory. For further information on UF's Grading Policy, see:

<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#hgrades>

<http://www.isis.ufl.edu/minusgrades.html>

The instructor must give the student a performance evaluation mid-semester, accompanied by recommendations for improvement for the rest of the term. The student's mid-term evaluation may be in writing or orally communicated and should involve a one-on-one meeting between the instructor and the student.

COURSE POLICIES

Schedule and Attendance

Each TA or RA will decide on a consistent class or work attendance plan with their supervising instructor. Regardless of whether TAs or RAs attend class, interns should attend regular meetings with their instructor to gauge progress toward the agreed-upon objectives. These meetings will be arranged by the student and instructor to fit their schedules and timeline (i.e. weekly, bi-weekly, etc.).

The policies for allowable absences and make-up work follow the university attendance policies: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

Depending on the type of internship students complete (teaching or research) their weekly work will vary. However, all students will complete the following work in addition to their internship-related work.

Weeks 1-3 - Beginning Reflection: Skills, Experience, and Goals

Weeks 4-8 - Professional Development Series (these specific assignments can be modified to best fit the student's needs, but there should be a professional development component).

1. Resume
2. Interview Practice
3. Informational Interview

Weeks 9-10 Midterm Evaluation & Review with Instructor

Weeks 11-14 - Reflection: Skills, Experience, and Goals

Week 15 - Completed Final Evaluation Due. Students are expected to complete one 500-word reflection on their internship experience. Your instructor will give you more guidance on this assignment.

Grading & Assignments

Beginning Reflection: Skills, Experience, and Goals (20 pts)

Professional Development Assignment Options (can be modified)

1. Resume (10 pts)
2. Interview Practice (10 pts)
3. Informational Interview (10 pts)

Midterm Evaluation & Discussion (10 pts)

Reflection: Skills, Experience, and Goals (20 pts)

Completed Final Evaluation Due (20 pts)

Students must earn 80/100 pts and complete 80% of their assigned work (agreed upon in writing by supervising instructor and student at the beginning of the term) to pass the course. They must also attend 80% of any scheduled classes or meetings.

Course Evaluation Policy

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluer.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

Late Work & Makeup Work

Policies regarding rescheduling of assignments, deadlines for research, reports, or meetings will be arranged by the instructor as noted in the Internship Contract.

University Policy on Accommodating Students with Disabilities

Students who will require accommodation for a disability must contact the Dean of Students Office of Disability Resources. Please see the University of Florida Disability Resources website for more information at: <http://www.dso.edu/drp/services>. In keeping with UF policy, the student, not the instructor, is responsible for arranging accommodation when needed. Once notification is complete, the Office of Disability Resources will work with the instructor to accommodate the student.

University Policy on Academic Misconduct

Academic honesty and integrity are fundamental values of the University community. Students should be sure that they understand the UF Student Honor Code at: <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>

University Support Services

Besides departmental advising, resources available on campus to help students meet academic and professional goals and address personal challenges, include the following:

- Academic Advising Center, Farrior Hall, <http://www.advising.ufl.edu/>
- UF Center for Undergraduate Research, <http://cur.aa.ufl.edu>
- Career Resource Center, Reitz Union, <http://crc.ufl.edu>
- Student Mental Health, Student Health Care Center, 280 Fletcher Drive, <http://www.shcc.ufl.edu>
- U Matter, We Care Web Site, <http://www.umatter.ufl.edu>
- UF Counseling and Wellness Center, <http://www.counsel.ufl.edu/>

THE UNIVERSITY WRITING PROGRAM INTERNSHIP CONTRACT

Part 1: Course Information

Course: University Writing Program Internship, ENC 4940

Semester: _____ Credits (0-3): _____

Supervising Instructor: _____

Class to TA: _____

Number of ENC4940 credits previously taken: _____

Part 2: Student Information

Student: _____ UFID: _____

Local Phone#: _____

Email Address: _____

Part 3: Terms of the Contract

Description of Course Activities & Estimated Work Hours: (E.g., attend all or some classes, take and record attendance, design and implement course activity for unit; conduct research to support lectures; lead class discussion; hold office hours; lead optional study group for students; design and deliver a brief lecture; grade quizzes, etc.)

Reminder: Each course credit requires 3 hours of work/wk. A 0-credit internship can be at whatever workload the student and instructor choose.

E.g. Attend 1 class a week on Wednesdays (1 hr/wk)

E.g. Conduct research on topic X and produce updated slides (5 hrs/semester)

1.)

Part 4: Signatures

STUDENT:

My signature indicates that I agree to the contract terms as specified above.

Student's Signature: _____

Date: _____

SUPERVISING INSTRUCTOR:

My signature serves to indicate that (1) I have appraised the student of the requirements for registering for this course and (2) I agree to the terms of the contract as specified above.

Supervising Instructor's Signature: _____

Date: _____

Please make three copies of this contract: Copy 1 to Student, Copy 2 to Instructor, Copy 3
Uploaded to UWP TA RA Internship Folder (UF One Drive).