

EH 491: English Internship

Spring 2022 | 21815, Section 001 | Stone Center 229 | Thursdays, 2:30pm–4:00pm

Instructor: Dr. Allegra W. Smith (she/her/hers)
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Office: Stone Center 206, [Virtual Teams Office](#)
Office Hours: virtual Monday 12pm – 3pm, Tuesday 7pm–9pm
on campus Wednesday 10am–1pm, Thursday 12am–2pm, or by appointment

Course Description:

Provides direct experience and application of principles, concepts, and theories acquired in coursework with an emphasis on writing in a professional organization while giving students the opportunity to gain work/career experience in service/learning or business/corporate settings.

Learning Outcomes:

By the end of EH 491, students will be able to...

- Articulate career opportunities in English and writing
- Build and iterate sustainable job documents and a professional portfolio
- Pitch themselves and their skills through interviewing and networking
- Write in typical workplace genres, such as professional emails and letters, memos, reports, and documentation
- Implement time and project management techniques
- Reflect upon skills, growth, and accomplishments through status reports and self-evaluations

Required Texts:

There is no textbook for this course. You have already bought enough books in college. All materials will be made available on Canvas or through the JSU Houston Cole Library at jsu.edu/library.

Assignments & Grading:

Note that these are just brief descriptions. Each project has multiple required components (e.g., brainstorming activities, outlines, reflections, etc.) and full assignments will be provided on Canvas. See the course calendar for due dates.

Weekly Internship Memos (15% of final grade) Recording and reflecting upon the work you do in your internship, as well as providing updates on your progress and learning.

Job Documents (15% of final grade) Compiling your experiences and skills into a résumé and cover letter that are targeted to a specific position posting.

Professional Portfolio (20% of final grade) Creating a personal brand and digital identity for yourself, you will assemble examples of your work for a website that shows prospective employers who you are as a professional.

Mock Interview (15% of final grade) Implementing your rhetorical skills to practice answering questions from a prospective employer in a formal job interview setting.

Final Report and Five-Year Plan (20% of final grade) Assessing your work during this semester, you will report on your internship experience and take stock of your growth, as well as set goals for your future professional development.

Short Assignments, Course Participation, and Professional Ethos (15% of final grade) Participation in classroom activities, writing reading responses or homework assignments, peer reviewing other classmates' work, and your internship supervisor's reports on your work will form this component of your course grade.

GRADING POLICY:

I do not curve/round up grades or offer extra credit. This course is graded on a pass/fail basis. To pass the course, you must submit all assignments.

LATE WORK:

Let me know if you feel the need to submit something late; I'd rather you turn something in late and well done than on time and half-baked. Assignments are due at are 11:59pm Central Time on the specified date, unless otherwise noted.

WHAT IF I GET STUCK?

If you're struggling with course content, projects, or deadlines, please talk with me sooner rather than later! You can always send me an email to ask a question or schedule an appointment with me.

Attendance:

The English Department's overall attendance policy requires students to be present at 75% of class meetings. This policy begins on the first class session that the student's name appears on the roster. In a class that meets one day per week, that means a student can only miss 4 class meetings and will have overcut the class with the 5th absence and receive an F.

In Spring 2022, if a COVID-related circumstance prevents a student from attending class, the student must contact the instructor immediately to create a plan for successful assignment/course completion and to avoid the negative consequences of overcutting the course. Delays in contacting the instructor may affect the student's successful completion of the assignment/course.

Technology Requirements:

To participate in course activities, the following technologies are required:

- A high-speed internet connection, which you will access daily for course messages through email, as well as to use Canvas
- A laptop or desktop computer with Windows 7 or higher, or Mac OS 10.6 Snow Leopard or higher
- A microphone and/or webcam, for video conferencing
- A program that can open PDFs (such as Acrobat or Preview)
- Microsoft Office or Google Docs (please save documents in .doc, .docx, or .pdf formats—no PAGES files, please!)

Please see the university's [Student Laptop Policy](#) for more information. If you do not have the Office suite, you can download it for free using your JSU GEM account. Instructions are available [here](#).

All videos, documents, and content in this course may only be used in and for this class. No video, document, or content may be downloaded or captured for personal use beyond this class without the written permission of its owner. Likewise, please seek permission from the instructor before recording (video or audio) the instructor or any portion of class.

Canvas Help and Support:

Please visit the [Online@JSU](#) website for general Canvas help and support and for [Canvas computer requirements](#).

General JSU Tech Support:

website: [Technology Support Center](#)

email: techcenter@jsu.edu

phone: 256-782-8324

Accessibility:

Any student with a disability needing academic adjustments or accommodations is requested to speak with [Disability Support Services](#) (DSS) and the instructor, as early in the semester as possible. All discussions will remain confidential. Disability Support Services is in 139 Doughty Hall, or students can call (256) 782-8380 or email dss@jsu.edu.

Mental Health Note:

JSU is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, or in need of support, services are

available. For help, contact Counseling Services at (256) 782-5475 or [its website](#), or through its counselors located at 147 Trustee Circle during business hours.

Basic Needs Statement:

Any student who faces challenges securing food or housing and believes this may affect their performance in this course is encouraged to contact the [Dean of Students Office](#) and/or the Counseling Center for support. Additionally, the [Gamecock Market](#) (in the basement of Sparkman Hall) offers free services including food, clothing, hygiene products, and school supplies. You can also notify your instructor if you are comfortable doing so. This will enable her to provide any resources that she may possess.

JSU Academic Honesty Policy:

In a university community, true knowledge can be gained only through honest means. All academic dishonesty is expressly prohibited. This policy is applicable for campus and distance learning activities. Students who violate this Academic Honesty Policy will be subject to disciplinary actions which could range from a zero on an assignment to failure of the course; repeated offenses can result in dismissal from the university. Violations include, but are not limited to, the following:

1. The use of unauthorized materials or the receipt of unauthorized assistance during an examination or in the completion of any other assignment, exercise, experiment, or project for academic credit. Unauthorized materials may include, but are not limited to, notes, textbooks, previous examinations, exhibits, experiments, papers, or other supplementary items.
2. Copying or utilizing information from a paper of another student during an examination.
3. Rendering unauthorized assistance to another student by knowingly permitting him or her to copy an examination, project, paper, assignment, exhibit, exercise, or other material to be submitted for academic credit.
4. Illegally obtaining or attempting to obtain unauthorized prior knowledge of an examination or test materials.
5. Selling or giving to another student unauthorized copies of tests or examinations or research assignments.
6. The use of a commercially prepared term paper or research project or the submission of a paper, project, or experiment completed by someone other than the student submitting any of the above for academic credit.
7. Falsifying class attendance.
8. Falsifying reasons why a student did not attend a required class or take a scheduled examination.
9. Taking an examination in the place of another student.
10. Making unauthorized change in any reported grade or on an official academic report form.
11. Unauthorized collaboration between two students on an examination, paper, or project.

12. Plagiarism, which is the deliberate act of copying, writing, or presenting as one's own the information, ideas, or phrasing of another person without proper acknowledgment of their true source.
13. Making use of computing facilities in an academically dishonest manner.

Military-Connected Student Statement:

The Office of Veteran Services serves all active duty, guard, reserve, veteran, and dependent students at JSU. If you have any questions about Veteran Services, please contact (265) 782-8838, veterans@jsu.edu, or the physical location in the basement of Daugette Hall. If you are a student currently serving in the military (Active Duty, Guard, or Reserves) with the potential of being called to military service or training during the semester, you are encouraged to contact your course instructor no later than the first week of class to discuss the class attendance policy. The instructor may make accommodations for this absence or suggest that you take the course at another time.

Title IX Statement:

Jacksonville State University does not discriminate based on sex in the educational programs or activities that it operates. JSU is required, by Title IX of the Education Amendments of 1972 and the Department of Education regulations to implement Title IX, not to discriminate in such a manner. This requirement to not discriminate in educational programs and activities extends to employment by the university and to admission thereto. This may include sexual harassment, sexual misconduct, domestic violence, dating violence, stalking and other conduct that is addressed in our "Sex-Based Harassment and Misconduct Policy." Anyone with knowledge of this type of conduct is asked to immediately report such incidents to the University Police Department at (256) 782-5050 or the Title IX Coordinator at (256) 782-5769. If an individual wishes to keep the information confidential, the individual may speak with a counselor at the Counseling Services office at (256) 782-5475 or a medical provider at JSU's Health Center (256) 782-5310. For more information about Title IX or to report a concern, please visit the JSU [Title IX webpage](#).

Pandemic Policies & Procedures:

(Guidelines and protocols continue to be updated, so these policies may change)

Vaccinations: You are strongly encouraged to get the COVID-19 vaccination. Appointments can be made at the Student Health Center or through a provider of choice. According to the CDC, "Getting vaccinated prevents severe illness, hospitalizations, and death. Unvaccinated people should get vaccinated and continue masking until they are fully vaccinated. With the Delta variant, this is more urgent than ever. CDC has updated [guidance for fully vaccinated people](#) based on new evidence on the Delta variant."

Masks: JSU's policy on mask coverings changes as decisions are informed by the COVID incidence rates and CDC recommendations. [JSU's current policy is posted](#), and everyone in the JSU community

is encouraged to read the email updates and website. The last update to the policy announced mandatory masking in JSU buildings from January 12–28, 2022; after this period, the JSU administration will re-evaluate the policy. As the policy changes, I will explain what is required in this class and will post that information on Canvas. When face coverings are required in a classroom, everyone in the classroom must wear a face covering over the mouth and nose. Those violating this requirement will be referred to the Office of Community Standards and Student Ethics and will be sanctioned accordingly, which could include fines, educational sanctions, disciplinary probation, housing probation, housing suspension without a refund and/or University suspension. Masking is a way of caring for our Gamecock community, and your professor encourages you to remember that throughout the semester.

Stay Home When Sick: Students are expected to stay home when not feeling well, particularly if exhibiting any symptoms of COVID-19 including fever or chills, dry cough, shortness of breath, or difficulty breathing. Your EH 491 professor will not penalize you for absences for recovering from COVID-19, or for caring for sick household members. If you are ill, please stay home. Your health is important, and so is the health of our campus community. Additionally, students are strongly encouraged to visit the Student Health Center when sick. If you test positive or are exhibiting symptoms or were exposed, please use JSU’s [self-reporting form](#), and an assigned contact tracer will contact you to assist.

Personal Health Practices: Students are strongly encouraged to continue proactive health practices including washing hands frequently with soap and water or hand sanitizer, especially after touching frequently used items or surfaces; sneezing or coughing into a tissue or the inside of your elbow; and, disinfecting frequently used items and surfaces as much as possible.

Course Calendar:

** This schedule is tentative. If readings or added or deadlines are changed, a revised class schedule will be posted.

week	day	objective(s)	work due
1	Th 1/13	<i>Syllabus, Expectations</i>	Come to class and introduce yourself!
2	Th 1/20	<i>Job Documents, Part I</i>	If you have an existing résumé, bring it to class so you can work on it
3	Th 1/27	<i>Job Documents, Part II</i>	Bring résumé and cover letter to class for peer review and workshopping
4	Th 2/3	<i>Careers in English, Part I</i>	★★ Job Documents due by 11:59pm
5	Th 2/10	<i>Careers in English, Part II</i>	★★ Job Market Research due by class time
6	Th 2/17	<i>TBA</i>	★★ Job Ad Analysis due by class time

week	day	objective(s)	work due
7	Th 2/24	TBA	
8	Th 3/3	<i>Workplace Ethics</i>	★★ Ethical Conduct Reflection due by class time
9	Th 3/10	<i>Professional Portfolios, Part I</i>	
10	Th 3/17	<i>Professional Portfolios, Part II</i>	Peer review and workshopping in class—bring your laptop prepared to work on your professional portfolio
11	Th 3/24	<i>Spring Break—No Class</i>	Enjoy your break; take a nap or something
12	Th 3/31	TBA	★★ Professional Portfolio and Project Evaluation Memo due by 11:59pm
13	Th 4/7	TBA	
14	Th 4/14	<i>Mock Interviews</i>	Mock interviews in class—come prepared and dress the part ;)
15	Th 4/21	<i>Last Day of Class—Review & Revision</i>	
16	Th 4/28	<i>Finals Week Begins</i>	
Finals		<i>Finish your Work</i>	★★ Final Report and Five-Year Plan due by 11:59pm on Tuesday, 5/3