

ENGL 195W: WRITING PROGRAMS INTERNSHIP

In Workflow

1. ENGL Committee Chair (hellen.lee@csus.edu)
2. ENGL Chair (dwtoise@csus.edu)
3. ALS College Committee Chair (abuckman@csus.edu)
4. ALS Dean (rfisher@csus.edu)
5. Academic Services (torsetj@csus.edu; cnewsome@skymail.csus.edu)
6. Senate Curriculum Subcommittee Chair (curriculum@csus.edu)
7. Dean of Undergraduate (james.german@csus.edu; celena.showers@csus.edu)
8. Dean of Graduate (cnewsome@skymail.csus.edu)
9. Catalog Editor (torsetj@csus.edu)
10. Registrar's Office (w lindsey@csus.edu)
11. PeopleSoft (PeopleSoft@csus.edu)

Approval Path

1. Wed, 17 Mar 2021 15:58:47 GMT
Hellen Lee (hellen.lee): Rollback to Initiator
2. Thu, 15 Apr 2021 20:06:39 GMT
Hellen Lee (hellen.lee): Approved for ENGL Committee Chair
3. Sun, 25 Apr 2021 18:18:48 GMT
David Toise (dwtoise): Approved for ENGL Chair
4. Fri, 07 May 2021 14:19:05 GMT
Robin Fisher (rfisher): Rollback to Initiator
5. Thu, 07 Oct 2021 19:43:11 GMT
Hellen Lee (hellen.lee): Rollback to Initiator
6. Fri, 08 Oct 2021 16:43:19 GMT
Hellen Lee (hellen.lee): Approved for ENGL Committee Chair
7. Fri, 08 Oct 2021 17:18:59 GMT
David Toise (dwtoise): Approved for ENGL Chair
8. Fri, 08 Oct 2021 17:28:09 GMT
Alyson Buckman (abuckman): Approved for ALS College Committee Chair
9. Fri, 08 Oct 2021 18:29:25 GMT
Robin Fisher (rfisher): Approved for ALS Dean

History

1. Mar 5, 2021 by Angela Laflen (angela.laflen)

Date Submitted: Thu, 07 Oct 2021 20:58:51 GMT

Viewing: ENGL 195W : Writing Programs Internship

Last approved: Fri, 05 Mar 2021 17:58:07 GMT

Last edit: Fri, 08 Oct 2021 17:18:44 GMT

Changes proposed by: Angela Laflen (223000258)

Contact(s):

Name (First Last)	Email	Phone 999-999-9999
Angela Laflen	Angela.laflen@csus.edu	(916) 278-6011

Catalog Title:

Writing Programs Internship

Class Schedule Title:

Writing Programs Internship

Academic Group: (College)

ALS - Arts & Letters

Academic Organization: (Department)

English

Will this course be offered through the College of Continuing Education (CCE)?

No

Catalog Year Effective:

Fall 2021 (2021/2022 Catalog)

Subject Area: (prefix)

ENGL - English

Catalog Number: (course number)

195W

Course ID: (For administrative use only.)

203358

Units:

4

Is the primary purpose of this change to update the term typically offered or the enforcement of prerequisites at registration?

No

In what term(s) will this course typically be offered?

Fall, Spring

Does this course require a room for its final exam?

No, final exam does not require a room

Does this course replace an existing experimental course?

No

This course complies with the credit hour policy:

Yes

Justification for course proposal:

This proposal carries two changes to the course: 1) changing the description to emphasize the focus on professional writing in the course and 2) changing this course from one that is not required for a certificate or program to one that is required. 195W already focuses on applying professional writing principles, and the revision makes this more explicit so students will understand better what to expect in the course. The revision also expands the possibilities for students to complete the internship by allowing them to arrange an internship through the Community Engagement Center in which they use professional writing skills. Creating an opportunity for students to complete a professional writing internship with an external organization will help our students to make valuable connections that can lead to jobs upon graduation and will support the growth of our professional writing certificate.

Course Description: (Not to exceed 80 words and language should conform to catalog copy.)

This course is paired with an internship with the University Writing Programs or a Community Engagement Center partner organization during which students apply knowledge of writing, editing, design, copy editing, and production in the professional workplace. Students define the learning goals and objectives specific to their internships by writing a learning agreement, and in a portfolio presented to the class they examine the extent to which they met the learning objectives outlined in the learning agreement.

Are one or more field trips required with this course?

No

Fee Course?

No

Is this course designated as Service Learning?

No

Does this course require safety training?

No

Does this course require personal protective equipment (PPE)?

No

Course Note: (Note must be a single sentence; do not include field trip or fee course notations.)

May be repeated for credit if topic of internship differs

Does this course have prerequisites?

No

Does this course have corequisites?

No

Graded:

Letter

Approval required for enrollment?

No Approval Required

Course Component(s) and Classification(s):

Independent Study

Independent Study Classification

S2/CS#36 - Independent Study/Field Work/Studio Instruction/Supervised Activity (S-factor=.333 WTU per student enrolled)

Independent Study Units

4

Is this a paired course?

No

Is this course crosslisted?

No

Can this course be repeated for credit?

Yes

How many times can the course be taken (not including first time passed)?

2

Total credits allowed (including first time passed)

8

Can the course be taken for credit more than once during the same term?

No

Description of the Expected Learning Outcomes: Describe outcomes using the following format: "Students will be able to: 1), 2), etc."

EXPECTED LEARNING OUTCOMES—Students will be able to:

- 1) Apply writing, editing, design, copy editing, and production skills to meet the rhetorical situation (audience, purpose, and context) of the workplace context
- 2) Define learning goals and objectives specific to the internship
- 3) Discuss issues in the profession such as organizational culture, enculturation, effective workplace writing practices, collaboration, technology, and professional experiences
- 4) Document the learning that occurred in the internship

Attach a list of the required/recommended course readings and activities:

195W sample syllabus.docx

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre- and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above.

- 1) Learning Agreement: Students work with their internship supervisor to outline a list of learning goals and measurable objectives for their internship. Through this assignment they define learning goals and objectives that are specific to their internship. ELO: 2
- 2) Weekly Journal and Time Sheet: In a weekly journal entry, students discuss their internship experiences and how these experiences relate to issues in the profession. ELO: 3

- 3) Informational Interview: Students interview a professional they admire and could learn from in their field and write up an assessment in which they discuss how the information they learned through the interview connects to issues in the profession. ELO: 3
- 4) Social Media Participation: Students create an account on Twitter and LinkedIn for professional purposes only and post to these accounts to gain practice in applying their skills in the context of social media. ELO: 1
- 5) Annotated Bibliography: Students demonstrate their understanding of current issues in the profession by writing a 10+ page bibliography. ELO: 3
- 6) Professional Portfolio: At the end of the internship, students create a portfolio to document the work that they have composed, revised, or edited during their internship and examine the extent to which they met the learning objectives outlined in the learning agreement. ELOs: 1 and 4
- 7) Site Assessment: Students reflect on the value of your internship site for academic interns. ELO: 4
- 8) Citizenship: Students discuss course texts and internship experiences with their classmates and support their classmates' development by serving as an active peer reviewer. ELO: 3

Is this course required in a degree program (major, minor, graduate degree, certificate?)

Yes

Has a corresponding Program Change been submitted to Workflow?

Yes

Identify the program(s) in which this course is required:

Programs:

Certificate in Professional Writing

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer)?

No

Will there be any departments affected by this proposed course?

No

I/we as the author(s) of this course proposal agree to provide a new or updated accessibility checklist to the Dean's office prior to the semester when this course is taught utilizing the changes proposed here.

I/we agree

University Learning Goals

Undergraduate Learning Goals:

Competence in the disciplines
Integrative learning
Intellectual and practical skills

Is this course required as part of a teaching credential program, a single subject, or multiple subject waiver program (e.g., Liberal Studies, Biology) or other school personnel preparation program (e.g., School of Nursing)?

No

GE Course and GE Goal(s)

Is this a General Education (GE) course or is it being considered for GE?

No

Reviewer Comments:

Hellen Lee (hellen.lee) (Wed, 17 Mar 2021 15:58:47 GMT): Rollback: In the justification, you state that it IS required for a certificate, but down below, when asked is this course required for a degree/prog/cert, you answered no. Please change to YES.

Michelle Felten (mfelten) (Thu, 06 May 2021 18:55:40 GMT): Hello Professor Laflen, Thank you for your submission regarding changes to ENG 195W. The Committee approves the proposal pending edits as requested during yesterday's meeting including: 1.) Matching the ELO's to what is on the Syllabus. 2.) Updating the ELO's to not carry more than 1 measurable verb from Blooms' Taxonomy. Change ELO #1 to Synthesize. Split ELO #2 into two separate ELO's, and Rewrite #3 for clarity.

Robin Fisher (rfisher) (Fri, 07 May 2021 14:19:05 GMT): Rollback: Dear Angela, please see requested edits from Prof. Felten on behalf of the committee. Please see my email about "paired" vs. "cross-listed" courses. Let me know if you have any questions. Thank you for coming to our meeting! Robin.

Hellen Lee (hellen.lee) (Thu, 07 Oct 2021 19:43:11 GMT): Rollback: The note says this course can be repeated if topic varies, but down lower it is indicated that the course cannot be repeated for credit. Pls make it consistent, one way or the other.

Key: 1910