

# ENGL 410W: WRITING PROGRAMS INTERNSHIP

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## In Workflow

1. ENGL Committee Chair (hellen.lee@csus.edu)
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3. ALS College Committee Chair (abuckman@csus.edu)
4. ALS Dean (rfisher@csus.edu)
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6. Senate Curriculum Subcommittee Chair (curriculum@csus.edu)
7. Dean of Undergraduate (james.german@csus.edu; celena.showers@csus.edu)
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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 16:02:00 GMT  
Hellen Lee (hellen.lee): Approved for ENGL Committee Chair
2. Sun, 25 Apr 2021 18:19:04 GMT  
David Toise (dwtoise): Approved for ENGL Chair
3. Fri, 07 May 2021 14:17:43 GMT  
Robin Fisher (rfisher): Rollback to Initiator
4. Thu, 07 Oct 2021 19:47:27 GMT  
Hellen Lee (hellen.lee): Approved for ENGL Committee Chair
5. Thu, 07 Oct 2021 19:49:50 GMT  
David Toise (dwtoise): Approved for ENGL Chair
6. Fri, 08 Oct 2021 04:55:16 GMT  
Allyson Buckman (abuckman): Approved for ALS College Committee Chair
7. Fri, 08 Oct 2021 13:25:38 GMT  
Robin Fisher (rfisher): Approved for ALS Dean

## History

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

Date Submitted: Wed, 06 Oct 2021 19:16:38 GMT

## Viewing: ENGL 410W : Writing Programs Internship

**Last approved: Fri, 05 Mar 2021 17:55:33 GMT**

**Last edit: Wed, 06 Oct 2021 19:16:36 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)**

410W

**Course ID: (For administrative use only.)**

203356

**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 revision emphasizes the focus on professional writing in the course and distinguishes the graduate level of the Writing Programs internship (ENGL 410W) from the undergraduate Writing Programs internship course (ENGL 195W). ENGL 410W 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 students to make valuable connections that can lead to jobs upon graduation. The revision also includes course learning outcomes appropriate for graduate-level study, and indicates how major course assignments help students to achieve the course learning outcomes.

**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 graduate students examine their roles in complex organizations and develop professional writing skills. Students design a research project to investigate issues in professional writing and build an online portfolio in which they assemble samples of their work, measure their own learning during the internship, and connect their work to professional writing skills and principles.

**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

**Does this course have prerequisites?**

No

**Does this course have corequisites?**

No

**Graded:**

Credit / No Credit

**Approval required for enrollment?**

Instructor Approval

**Course Component(s) and Classification(s):**

Practicum

**Practicum Classification**

S3/CS#25 - Practice Teaching/Workstudy/Thesis Project/Independent Study (S-factor=.5 WTU per student enrolled)

**Practicum Units**

4

**Is this a paired course?**

No

**Is this course crosslisted?**

No

**Can this course be repeated for credit?**

No

**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 discipline-related knowledge and research to the field of professional writing
- 2) Analyze the field of professional writing through first-hand experience
- 3) Design a research project to investigate issues in professional writing
- 4) Create a portfolio that showcases professional work and documents the learning that occurred in the internship

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

410W 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 will work with their internship supervisor to choose an appropriate a list of learning goals and measurable objectives for your internship. ELO: 1
- 2) Weekly Journal and Time Sheets: In a weekly journal entry and time sheet, students describe and analyze their internship experiences. ELOs: 1 and 2
- 3) Research Project: Students research through academic sources one issue that is relevant to their experience in the internship. They write a 15+ page report synthesizing the research and connecting it to their experience. ELOs: 1, 2, and 3
- 4) Professional Portfolio: Students build a digital portfolio in which they curate samples of their internship work and appraise what they learned during the internship in light of the larger concerns of the discipline of professional writing. ELOs: 1 and 4
- 5) Site Assessment: Students evaluate their internship site and assess their learning at the site. ELO: 2
- 6) Citizenship: Students take a leadership role in the course by taking part in and planning course discussions and peer review activities. ELO: 1

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

No

**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**

### **Graduate (Masters) Learning Goals:**

Critical thinking/analysis  
Communication  
Information literacy  
Disciplinary knowledge  
Professionalism

**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

**Is this a Graduate Writing Intensive (GWI) course?**

No

### **Reviewer Comments:**

**Michelle Felten (mfelten) (Fri, 07 May 2021 03:28:09 GMT):** Dear Professor Laflen, Thank you for the proposal regarding ENGL 410W. The Committee approves your proposed changes pending edits as recommended in the A&L Curriculum Mtging on 05/05 including: 1.) Review and adjust Assessment Strategies so they are in sync with cross-listed course ENGL 195W. 2.) Reduce the number of taxonomy verbs to one per ELO. #1 may be Develop #2. may be Evaluate, etc. 3.) Update syllabus to reflect correct/updated Course Description, ELO's, Assessment Strategies, etc.

**Robin Fisher (rfisher) (Fri, 07 May 2021 14:17:43 GMT):** Rollback: Dear Angela, please see requested edits from Prof. Felten on behalf of the committee. Also, please review the terms "paired" and "cross-listed" per my email to you. Let me know if you have any questions. Thank you for coming to our meeting! Robin.

Key: 2010