



LIT 340: Internship

Dr. A. Wray

Attending office hours is the best way to communicate with me. Just drop in! Office hours are listed outside my office door (KH 213). Students interested in internships are encouraged to email meAwrap1@unca.edu for an appointment.

Course Description

Internships offer students a chance to practice strong communication skills, learn new technologies, gather workplace writing experience, and extend a professional network.

Expectations

Students are required to complete two to three hours of work per week for each course credit hour earned.

1 – 3 hours of work per week = 1 credit hour

4 – 6 hours of work per week = 2 credit hours

7+ hours of work per week = 3 credit hours

Interns will meet with the professor three times during the semester to reflect on the student's internship activities, and students should email weekly work logs with short (1 paragraph or so) reflections. The weekly reflections should name your primary duties for the week and reflect on the learning value of this work to your personal, professional, academic life. At the final meeting of the semester, students will submit a one to two page, single-spaced reflection memo on their internship experience. A student's grade is determined by: Internship supervisor's report, Weekly work logs reflecting the required minimum hours, Monthly in-person meetings with professor, and a Reflective memo. Most interns will also have a collection of "deliverables" written for the internship site throughout the semester, or a final "project" that could include curating an exhibit at the Thomas Wolfe Memorial.

Writing The Memo

Header

You should create a memo header of your own—do not use a Word template. Here is the information that should be included in a memo header:

- The "To" line should identify the intended readers of the memo
- The "From" line should identify the author.
- The "Date" line should be the date of the memo's authoring.
- The "Subject" line is the subject of the memo and it should be descriptive of the memo's purpose.
- There should be a space between each of the lines.
- NOTE: Sometimes memos contain a "CC" line, which stands for carbon copy. This line denotes others who are receiving the memo but are not directly the audience of the memo. Those persons might be supervisors, administrative assistants, or other members of the organization. In this case, you'll CC this memo to the department chair.

MEMORANDUM from the desk of Amanda Wray

TO: The Students of ENGL 307
 FROM: Amanda Wray, ENGL 307 Instructor
 DATE: Tuesday, August 26, 2008
 SUBJECT: Web Design Professional Writing Objectives

The Body

The body of your memo should address the questions provided below as well as other information that you deem pertinent to the assignment. Use a professional tone to demonstrate the value of your internship to your larger professional goals at UNC Asheville and beyond.

Begin your memo with a brief one or two sentence overview that quickly summarizes the purpose of

the memo. (This summary sentence should not have a subheading, but your other memo sections can.)

Offer brief well-organized paragraphs that respond to the questions below. Add bolded subheadings for sections to help readers locate information of interest more quickly.

- Where did you intern?
- What types of activities / work did you engage in?
- What experiences proved more and least valuable and why?
- How did this internship experience develop your professional repertoire and/or prepare you in some ways for graduate school or a career using English studies?