

The Ohio State University
Colleges of the Arts and Sciences New Course Request

English
Academic Unit: English
Book 3 Listing (e.g., Portuguese): 689
Title: Writing Internship
Number: Writing Internship
18-Character Title Abbreviation:
Level: 21
Credit Hours: 1-5
Summer: Autumn: Winter: Spring: Year:
Proposed effective date, choose one quarter and put an "X" after it; and fill in the year. See the OAA curriculum manual for deadlines.

A. Course Offerings Bulletin Information

Follow the instructions in the OAA curriculum manual. If this is a course with decimal subdivisions, then use one New Course Request form for the generic information that will apply to all subdivisions; and use separate forms for each new decimal subdivision, including on each form the information that is unique to that subdivision. If the course offered is less than a quarter or a term, please complete the Flexibly Scheduled/Off Campus/Workshop Request form.

Description (not to exceed 25 words): Workplace experience requiring writing, editing, and/or research; projects are student-initiated.
Quarter offered: Su Au Wi Sp Distribution of class time/contact hours: ARR

Quarter and contact/class time hours information should be omitted from Book 3 publication (yes or no):

Prerequisite(s): Permission of instructor

Exclusion or limiting clause:

Repeatable to a maximum of 5 credit hours.

Cross-listed with: n/a

Grade Option (Please check): Letter ☐ S/U ☒ Progress ☐ What course is last in the series? _____

Honors Statement: Yes ☐ No ☒ GEC: Yes ☐ No ☒
Admission Conditions Course: Yes ☐ No ☒
Off-Campus: Yes ☒ No ☐ EM: Yes ☐ No ☒
Honors Embedded Statement: Yes ☐ No ☒
Service Learning Course: Yes ☒ No ☐

Other General Course Information: A maximum of 5 credit hours counts (e.g. "Taught in English." "Credit does not count toward BSBA degree.")
toward completion of English major.

B. General Information

Subject Code _____ Subsidy Level (V, G, T, B, M, D, or P) _____
If you have questions, please email Jed Dickhaut at dickhaut.1@osu.edu.

1. Provide the rationale for proposing this course:

English majors have continually asked for an upper-level internship that enables them to fulfill a major elective while gaining on-the-job training in writing, editing, and research in a self-initiated workplace experience.

2. Please list Majors/Minors affected by the creation of this new course. Attach revisions of all affected programs. This course is (check one): ☐ Required on major(s)/minor(s) ☐ A choice on major(s)/minors(s)
☒ An elective within major(s)/minor(s) ☐ A general elective

3. Indicate the nature of the program adjustments, new funding, and/or withdrawals that make possible the implementation of this new course.

n/a

4. Is the approval of this request contingent upon the approval of other course requests or curricular requests?

Yes ☐ No ☒ List: _____

5. If this course is part of a sequence, list the number of the other course(s) in the sequence: n/a

6. Expected Section Size: _____ Proposed number of sections per year: _____

7. Do you want prerequisites enforced electronically? (see OAA manual for what can be enforced) Yes ☒ No ☐

8. This course has been discussed with and has the concurrence of the following academic units needing this course or with academic units having directly related interests (*List units and attach letters and/or forms*): Not Applicable ☐

9. **Attach a course syllabus that includes a topical outline of the course, student learning outcomes and/or course objectives, off-campus field experience, methods of evaluation, and other items as stated in the OAA curriculum manual and e-mail to asccurrofc@osu.edu.**

CONTACT PERSON: _____ E-MAIL: _____ PHONE: _____

Approval Process The signatures on the lines in ALL CAPS (e.g. ACADEMIC UNIT) are required.

1. Manuel Martinez Printed Name 8/8/8 Date
Academic Unit Undergraduate Studies Committee Chair

2. Valerie Lee Printed Name 8/13/08 Date
Academic Unit Graduate Studies Committee Chair

3. Valerie Lee Printed Name 8/13/08 Date
ACADEMIC UNIT CHAIR/DIRECTOR

4. After the Academic Unit Chair/Director signs the request, forward the form to the ASC Curriculum Office, 4132 Smith Lab, 174 West 18th Ave. or fax it to 688-5678. Attach the syllabus and any supporting documentation in an e-mail to asccurrofc@osu.edu. The ASC Curriculum Office will forward the request to the appropriate committee.

5. _____ Printed Name _____ Date _____
COLLEGE CURRICULUM COMMITTEE

6. _____ Printed Name _____ Date _____
ARTS AND SCIENCES EXECUTIVE DEAN

7. _____ Printed Name _____ Date _____
Graduate School (if appropriate)

8. _____ Printed Name _____ Date _____
University Honors Center (if appropriate)

9. _____ Printed Name _____ Date _____
Office of International Education (if appropriate)

10. _____ Printed Name _____ Date _____
ACADEMIC AFFAIRS

English 689
Research and Writing Internship in English

Objective:

The proposed course is designed to provide English majors and minors with the opportunity to use their writing skills in a workplace environment. The course will enable students to receive elective credit for their English major or minor for self-initiated work experiences that require writing, editing, and/or research. The student's activities may include identifying and obtaining research materials, participating in the development of grant proposals, conducting interviews, organizing research data, writing news features or press releases, editing copy, and using computer technology.

Course Requirements:

- 1) Students must complete at least 30 hours of work during for quarter for each hour of internship credit. Thus, for five credit hours of English 689, students will complete 150 hours, or approximately 15 hours per week, over a ten-week quarter.
- 2) Internships must be approved by the Associate Director of Undergraduate Studies in the English Department during the quarter preceding the internship.
- 3) The student will meet with the Associate Director of Undergraduate Studies during the fifth week of the quarter and during finals week for assessment of progress.
- 4) During the internship, students must keep a weekly journal explicating internship activities, the hours expended, and the resulting accomplishments. The journal will be checked by the Associate Director of Undergraduate Studies at mid-term and at the end of the quarter.
- 5) During finals week, a written analysis of the work experience will be submitted to the Associate Director of Undergraduate Studies. The analysis will be organized by means of a research question, which the student develops by the fifth week of the quarter. The final paper (2-8 pages, depending on the number of English 689 credit hours) will examine the requirements of the internship in the context of the research question.

Course Restrictions:

Students may enroll for one to five credits of English 689 in any one quarter. No more than five credits of English 689 count toward completion of the English major or English minor.

Evaluation:

English 589 is graded on a S/U basis. To earn a satisfactory grade, the student must complete at least thirty hours of work for each hour of credit, and complete the journal and final analysis outlined above. The internship supervisor is responsible for overseeing the work and for ensuring that it is being completed competently.

INTERNSHIP AGREEMENT

Department of English
The Ohio State University

Student

Quarter/year

OSU email address

Internship Organization/Agency/Company

Internship Supervisor

Address

Phone Number

Email Address

RESPONSIBILITIES OF STUDENT:

- Perform all assignments required of the English 689 internship.
- Perform all work-related duties according to the standards of the site supervisor.
- Notify site supervisor in advance of any absences, and make up time accordingly.
- Abide by OSU Student Code of Conduct.
- "Hold Harmless" the internship site for any accidental injury occurring at the site that is not due to the intention misconduct or negligence of the site's agents and employees.
- Assume responsibility for transportation to and from the internship site.

RESPONSIBILITIES OF SITE SUPERVISOR:

- Provide a variety of learning experiences as appropriate
- Provide adequate supervision of the student while s/he is working.
- Alert Associate Director if problems arise that cannot be resolved in workplace.
- Complete intern evaluation at the completion of the internship.

RESPONSIBILITIES OF ASSOCIATE DIRECTOR OF UNDERGRADUATE STUDIES:

- Provide site supervisor with course description and intern evaluation form.
- Provide point of contact for site supervisor.
- Submit final grade at end of quarter.

INTERN EVALUATION
English 689

Student Name

Quarter/Year

Internship Site

Please evaluate the student's performance in the following areas:

Attendance and punctuality

Excellent	Good	Average	Below Average	Poor
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Attitude and enthusiasm

Excellent	Good	Average	Below Average	Poor
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Dependability

Excellent	Good	Average	Below Average	Poor
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Judgment and decision making

Excellent	Good	Average	Below Average	Poor
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Learning Ability

Excellent	Good	Average	Below Average	Poor
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Quality of Work

Excellent	Good	Average	Below Average	Poor
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Relations with others

Excellent	Good	Average	Below Average	Poor
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Overall performance

Excellent	Good	Average	Below Average	Poor
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If you had a regular position available, would you consider the student a good candidate?

Definitely

Possibly

Unlikely