

English 407—Internship

Fall 2023
Prof. Walsh

Once you eliminate the impossible, whatever remains, however improbable, must be the truth. –
Arthur Conan Doyle

Class Time: Tuesday 3:30 p.m. (twice a month)
ZOOM Meetings/In-Person (as needed)
Semester: August 14, 2023—December 3, 2023
First Day of Class: August 15, 2023
Last Day of Class: December 3, 2023
Final Exam: TBD
Office Hours: T-T 7:00 a.m. to 5:00 p.m. Appointment recommended.

Please note: This syllabus is a malleable document in that it is subject to change at any time for any reason based upon the research conducted and the results obtained. Also, note that the travel to the research destinations will leave on Thursday afternoon so that a full day of research is available on Friday and Saturday. The goal is to have the research completed on Saturday so that we can return that day. However, Sunday has been designated as the return day in most instances to ensure the work is completed and our efforts are maximized.

Texts/Materials

- *James Dickey Review (Volume 39)* unpublished material
- *James Dickey Review (Volume 40)* unpublished notes on editorship, authorship, and 40-year accumulative content (approximately 80 pages—unpublished material)

- *Enjoy Cherokee*—Internship

Grades

Internship Participation & Attendance at <i>Enjoy Cherokee</i>	60%
Editing Assignments for the James Dickey Review & other Assignment	20%
A reflective paper (8-12 pages) on the experience of the internship	20%

Course Objectives

- Participate in an internship at *Enjoy Cherokee*
- Edit the current issue of the *James Dickey Review (Volume 39)* unpublished.
- Edit the *James Dickey Review (Volume 40)* unpublished notes on editorship, authorship, and 40-year accumulative content (approximately 80 pages)

Within the internship position, working for publisher, Jodi Drinkard at *Enjoy Cherokee*, the requirements are subject to change but should include working for the creative development and production component to the magazine. The duties may include 5 to 10 hours per week, with some of it being remote, while 5 hours will be in the office, working to learn the publishing business, writing a blog for (1) City of Canton and (2) Northwest Regional Commission on Aging. There are aspects to this internship with are malleable, and as the internship progresses, are likely to change and/or increase the responsibility.

A business diary should be maintained listing what work was performed. If details are required to explain the work, please document this. However, a general description and hours work should suffice. This material will be discussed approximately every two weeks, the student will meet with the professor to discuss the internship and work completed. The first ZOOM meeting will be on Thursday, August 31 and will run throughout the semester. If a meeting is needed in addition to the schedule meetings, this can be accomplished either in person or via ZOOM. Email requesting the professor.

Attendance, Tardiness and Late Work Policies

Do not miss scheduled meetings. Do not be late. The research activities are paramount to the success of this internship. Thus, when the research is schedule, each MUST participate.

Academic Dishonesty Policy

If you plagiarize any work for this class, it will be an affront to the professionalism of scholarly work. If you plagiarize, **WILL FAIL** the class, and I may choose to refer you to Judicial for punishment. Plagiarism is defined as presenting as your own any work that is not your own, whether it is work written by another student or parent or work copied from a written source or the Internet. Even if you reword it, it will be obvious to me.

Grading Criteria for All Assignments:

- RULE #1—Do not be late with your assignments.
- In all things you write or research for class: no misspelled words—watch your grammar.
- It is imperative to document the overview of all work in the internship.

A Few Important Things Required on the Syllabus

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. This legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Reinhardt University is committed to providing reasonable accommodations for all persons with disabilities. Therefore, if you are seeking classroom accommodations under the Americans with Disabilities Act, you are required to register with the Academic Support Office (ASO). ASO is located in the basement of Lawson Building. To receive academic accommodations for this class, please obtain the proper ASO letters.

Reinhardt University Credit Hour Policy

In defining a credit hour, Reinhardt University adopts the Federal Definition of a Credit Hour (described in 34 CFR 600.2, effective July 1, 2011) as follows:

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

This credit hour policy applies to all courses at all levels (undergraduate, graduate, and professional) that award academic credit on an official transcript regardless of the mode of delivery including, but not limited to, fully online, hybrid, lecture, seminar, laboratory, studio, directed study, or study abroad. Academic units are responsible for ensuring that credit hours are awarded only for work that meets the requirements outlined in this policy.

The expectation of contact time inside the classroom and student effort outside the classroom is the same in all formats of a course whether it be in online, a hybrid of face-

to-face contact with some content delivered electronically, or one delivered in lecture or seminar format. Similarly, the expectation of contact time inside the classroom and student effort outside the classroom is the same for regular semesters and shortened sessions (i.e., Spring I or Spring II Sessions).

Courses that have less structured classroom schedules, such as research seminars, independent studies, directed studies, internships, practica, studio work, as well as courses offered in shortened sessions or in online or hybrid formats, at a minimum, should state clearly expected learning outcomes and workload expectations that meet the standards set forth above.