

WR403, Summer Writing Internship Prompts | Dr. Brizee

Please post your responses to Dropbox each week by Sunday midnight. Please remember to be mature and professional. Read other interns' posts and respond as you feel necessary.

Week 1: For the first assignment, go to the course Dropbox forum, and please post your internship information there in the following format—you may use MS Word files:

Your name:
Name of sponsoring organization:
Start and end dates:
Position/placement/duties:
Approximate weekly schedule:
Supervisor's name:
Supervisor's address/phone/e-mail

Week 2: Meeting and Internship Information

Please read pp. 85-95 on the Learning Contract and draft a set of goals for the semester.

Week 3: Forum Prompt

Please read Chapter 3. Please assess your learning style and offer ways that you believe your learning style could contribute to your placement. What challenges might you face?

Week 4: Forum Prompt

Please read Chapter 8. What is the mission at your placement site? How do you play a role in that mission? How has your work encouraged your personal, professional, and civic development?

Week 5: Forum Prompt

Please read Chapter 7. Write about your experiences so far with the chain of command and fellow interns and co-workers. Please answer one question from each category in the "For Further Reflection" section.

Week 6: Forum Prompt - Self-Evaluation

Fill out and print your mid-term self-evaluation form and bring it to our meeting. Meet with me during the mid-term week. How are you balancing your intern responsibilities? How are you balancing your internship with your schoolwork? Do you need to make some changes?

Week 7: Forum Prompt

Please read Chapter 10. Take a look at your goals from the beginning of the semester. Have any of these posed challenges? Have you experienced other challenges in your internship? Has anything happened that you did not expect? This response can refer to positive or negative experiences.

Week 8: Forum Prompt

Please read Chapter 11. Think about a challenge you have experienced; or, you might, instead, examine a challenge that your placement site must work with. How can you employ the eight steps to work toward a solution?

Week 9: Forum Prompt

Please read Chapter 11. Think about a challenge you have experienced; or, you might, instead, examine a challenge that your placement site must work with. How can you employ the eight steps to work toward a solution? Also discuss how you are going to wrap up your internship.

Week 10: Forum Prompt

about why you won't be asking. Also, what sort of job opportunities do you see at your organization? If you don't see any there, are there similar organizations in Baltimore, D.C., or your hometown that you might contact for a job interview? If you're planning on going to graduate school, how might the skills you've learned during your internship help you?

[In the closing weeks of your internship, you should be updating your résumé and cover letter to reflect the skills you learned. You should also be adding deliverables and material to your personal portfolio—this will also help you prepare your Internship Portfolio for this class.]

Portfolio (including your Final Reflection) and Final Evaluation

Complete your portfolio, save it as a PDF, and post it to Dropbox. Print out your Final Evaluation and give it to your supervisor with enough time for her/him to complete and mail or fax to me no later than two days after the last class of the Loyola term. Complete the top section of your evaluation and give the evaluation to your supervisor to complete and return to me a week or so before the end of your internship. Your supervisor must sign and date the evaluation. *You must have a supervisor evaluation to receive a final grade*, so confirm that your supervisor completes and sends the evaluation promptly.

Questions to consider for your Final Reflection:

- How have you matured?
- How have you changed?
- When you told your writing peers about your intern experience, how did they react?
- What have you learned this term now that you're looking back at your resume and cover letter from the beginning of the semester?
- Assess your development in the personal, professional, and civic realms.
- If you had the chance for a do-over, what might you do differently?
- Do you have advice for the placement site about interns?
- How has this placement developed your own *cura personalis*?

Lastly, please schedule a meeting to meet with my in the first part of the fall term so we can discuss your summer internship in person.