

## ***Business and Communication Internships Abroad***

UWP 198: Writing for Internships

Course Syllabus

July 17 to September 10, 2022

University of California, Davis

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Instructor: Rebekka Andersen, UC Davis University Writing Program

Email: [randersen@ucdavis.edu](mailto:randersen@ucdavis.edu)

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### **University Writing Program 198: *Writing for Internships (2 Units)***

As a student in UWP 198, you will spend time each week reflecting on your project-based work as an intern and writing about your experiences, including successes and challenges collaborating on teams, communicating with your supervisor, managing time and tasks, learning new processes and skills, and more.

Through this internship, you will learn, hone, and apply real-world skills on an international scale, and throughout the process you will complete several required reading and writing assignments en route to earning course credit. The assignments will focus on a range of topics aimed to help you succeed and grow as an intern. The vast majority of the work and value of this course, however, will come in the form of the international, intercultural, and interpersonal experiences you have throughout your internship.

**NOTE:** You are taking UWP 198 in conjunction with Education Abroad (EAP) 192: Internship. EAP 192 is a 6-unit course for which you will intern 20-35 hours per week with an international organization and will be able to apply for transcript notation through the UC Davis Internship and Career Center.

This syllabus outlines the expectations for **UWP 198** and provides the information that is necessary to successfully complete this two-unit course.

### **Course Goals**

This course is designed around four primary goals:

- To engage students in their respective internships in a thoughtful and meaningful way
- To provide students the opportunity to write reflectively about their own impressions and experiences as they complete an international internship in their respective fields
- To encourage and assist students working as professionals in their field in an international and intercultural context

- To help students develop professional communication competencies, including familiarity with the conventions of genres such as correspondence, progress reports, professional profiles, and recommendation reports

Throughout your internship, you will interact with your UWP 198 instructor and fellow course interns via Canvas to achieve these goals and to make your international experience as valuable as possible.

### **Course Credit and Grading**

UWP 198 will be taken for a Pass/No Pass grade. To pass this course, you must complete each of the four major writing assignments and post them to *Assignments* on Canvas by the due date. The four major writing assignments are as follows:

- Assignment 1: Professional/Personal Profile
- Assignment 2: Interpersonal Communication Reflection
- Assignment 3: Intercultural Communication Reflection
- Assignment 4: Recommendation Report

You must also engage your fellow international interns via the course *Discussions* (see page 3 of this syllabus) through weekly posts. Discussion prompts will be posted each week to the weekly content module in Canvas.

Writing assignments for this course will also be graded pass/no pass. For an assignment to earn a pass, it must adhere to the assignment guidelines, be clearly and thoughtfully written, and submitted on time. You will receive detailed assignment prompts for each major assignment, and those prompts will provide all of the information necessary to successfully complete the assignments.

All writing assignments and discussion posts are due by Sunday at 11:59 p.m. *your time*. Replies to your peers' discussion posts are due by Tuesday at 11:59 p.m. *your time*.

### **Establishing Your Presence on Canvas**

You will be submitting all of your work for UWP 198 on Canvas. If you do not yet have a photo of yourself on Canvas, please log in, click on *Account* in the top left corner of the page, and click on *Profile*. On this page, you may click on the space where the profile picture will be placed and follow the prompts to upload a photo. (Your first major assignment for this course will be a profile, which you will post to your Profile on Canvas. You will find the details of that assignment in the Professional/Personal Profile assignment prompt.)

### **Writing Assignment Feedback & Revision**

Throughout the internship, you will receive instructor feedback on your writing, and you will have opportunities to revise your work. This process is essential, because revision is one of the fundamental steps in the writing process. You are strongly encouraged to seize these revision opportunities when they arise, as doing so will help you hone your written

communication skills. I will provide feedback on your writing assignments through the comments feature in Canvas.

### **Required Course Readings**

The readings for this course will be accessible via the weekly content modules in Canvas and will focus on a range of topics, including intercultural communication, collaboration, correspondence strategies, time/project management, self-advocacy, and more. I encourage you to complete the readings early in the week, before completing your weekly discussion post. These readings will provide worthwhile insight into the abovementioned areas, and they will provide practical insight that may prove useful during your internship.

### **The Course Discussions**

In addition to the four major writing assignments that you will complete for this course, you will be required to maintain a presence in course discussions, which, as stated above, will take place via *Discussions* on Canvas. You will be asked to make regular posts that range from simple status updates to photos and videos to longer anecdotes.

The purpose of the *Discussions* component of this course is to encourage you to connect with your fellow international interns, students like yourself who are completing internships with organizations located throughout Singapore.

The discussions will be open only to students who are registered for this section of UWP 198, to the course instructor, and to certain UC Davis Study Abroad staff members. These discussions will be dedicated to this course, but at the same time, you are welcome to take your posts beyond your internships. You will also be required to reply to at least two of your peers' discussion posts each week. Of course, you are asked to keep your posts and feedback appropriate for the communication context. That is, let us keep our discussions positive and supportive.

### **Instructor Interactions**

If you have any questions or concerns about the information listed in the UWP 198 course syllabus, please do not hesitate to email me at [randersen@ucdavis.edu](mailto:randersen@ucdavis.edu). During your internship, I will be available via Zoom for regular office hours and via email.