

Medaille College
18 Agassiz Circle
Buffalo, NY 14214

COURSE OUTLINE

Program: Humanities
Course Number: ENG 477
Course Title: English Field Experience
Credits: 3
Prerequisite: WRT 250 or above

A. Catalog Description of Course

In this field experience, students gain experience working with a local publication or in some other writing-based career employer. Skills practiced in the field experience are expected to be at a high-level of competence and difficulty and approved by the Humanities Department Chairperson.

B. Goals

- to offer the opportunity for students to apply to a work environment the knowledge and skills gained in the classroom
- to enable students to experience real-world writing applications
- to enable students to begin to acquire professional contacts

C. Objectives

Students will:

- demonstrate aptitudes in writing, proofreading, oral communication skills and other aspects of writing practice in a professional setting
- refine their abilities to plan, organize, and prioritize work and follow through on all assigned projects
- show evidence of understanding the mission of organization hosting the internship, and how the various functions, divisions, or departments contribute to the organization's viability
- exhibit the ability to conceptualize problems or situations, identify alternative

- solutions, articulate the consequences of each alternative, and make use of all available resources to resolve an issue
- gain an increased knowledge of career opportunities in the Humanities and apply a foundation in the Humanities to career opportunities across various fields

D. Outline of Course Content

- I Identification by student of area of writing interest
 - A. student selects type of organization and writing tasks of greatest interest and appropriateness to training
 - B. student initiates contact with site, schedules and completes interviews, selects location
- II Goal clarification and preliminary planning
 - A. Learning contract completed by student and site supervisor, outlining student's duties and responsibilities, goals and expectations of both parties
 - B. Career planning workshops designed to develop skills necessary to make use of internship in furthering career goals
- III Internship experience
 - A. The student will participate in the internship experience by completing one hundred twenty (120) contact hours at the host organization
 - B. The student will engage in observational learning as well as satisfactorily completing tasks designated by site supervisor
- IV Evaluation
 - A. The student will meet with supervisor to receive a formal evaluation of progress and an assessment by the site supervisor of the student's observed strengths and limitations
 - B. The student will evaluate the learning experience

Procedure for students opting to complete field experience at their regular place of employment:

1. Student prepares a detailed plan of the proposed project
2. Student receives approval from the Chairperson of Humanities and the individual willing to serve as site supervisor
3. Proposed project must be substantially different from the student's normal duties and responsibilities arising in the ordinary course of regular employment duties

E. Suggested Text

Polking, Kirk, ed. Jobs for Writers. Writer's Digest, 1980.

Bolles, Richard Nelson. What Color is Your Parachute? 2001. A Practical Manual for Job-Hunters and the Career Changers. Berkeley, CA: Ten Speed Press, 2000.

F. Suggested Modes, Media, and Techniques of Instruction

Group seminars, career planning workshops, on-site and hands-on application of prior writing class experience.

G. Instructor References

Bowerman, Peter. The Well-Fed Reader: Financial Self-Sufficiency as a Freelance Writer in 6 Months or Less. Fanove, 2000.

Fredette, Jean, ed. Writer's Digest Handbook of Magazine Article Writing. Writer's Digest, 1990.

Kliment, Stephen A. Writing for Design Professionals. Norton, 1998.

Oldman, Mark, and Samer Hamadeh. The Internship Bible: The Princeton Review Student Advantage Guide. Annual. Princeton Review, 2000.

Piotrowski, Maryann V. Effective Business Writing. Harper Collins, 1996.

Savage, Gerald J., et al. Writing a Professional Life: Stories of Technical Communicators On and Off the Job. Allyn and Bacon, 2000.

Yudkin, Marcia. Freelance Writing for Magazines and Newspapers: Breaking in Without Selling Out. Harper Collins, 1993.