

WRD 590/591 Internship Course Deliverables

Initial Status-Report Email

Due: by the end of the second week of your internship

Description: Send your faculty advisor an email that updates them on the progress of your internship. Is the internship going according to plans thus far? Have your duties been clearly defined, and do they align with what you proposed in your initial description for WRD Graduate Committee approval? Have you encountered any problems to date, especially in terms of being assigned tasks and supervision? This email can be informal; its main purpose is to enable your advisor to swiftly address any miscommunications or problems that may have arisen.

Informational Interview Report

Due: by the end of the fourth week of your internship

Description: Identify an employee at your internship and conduct an informational interview to learn more about this person's career path, the dynamics of the profession in which they work, and their understanding of the role of and opportunities for writing, writers, and/or writing teachers in this profession.

Questions you might ask include the following (Note: You may add or change these questions, and students with a teaching internship will need to modify the questions):

1. What is your current job title?
2. How long have you held this position?
3. Briefly describe your current place of employment, including sector, what your employer does/produces, and the approximate number of employees in your department and the company overall.
4. Is this job in the same sector and of the same type as previous jobs you've had? Describe the professional trajectory that brought you to this current job.
5. Describe for me a typical day at work—starting with when you begin work and ending when you're done with the day's work.
6. Can you select one of the important texts or digital media projects that you've recently worked on, and talk me through how it developed over time (e.g., from draft or idea to final product)? You can discuss the people involved, the technologies involved, and the principles and priorities that guided you as you were working on it.
7. If you could, what would you change about how writing, including yours, is done at work and in your profession?
8. If you could give candid advice to a newcomer about how to successfully write in your profession, what would you say?
9. What satisfaction do you get from the work-related writing you do?
10. What do you find hard, unsatisfying, or uncomfortable about the work-related writing you do?
11. Tell me about what you see as the opportunities for writers in your profession.
12. What advice do you have for someone hoping to find a satisfying career in your profession?

If your interviewee consents, it will be helpful to audio record the interview.

Your report should summarize the interview and identify key takeaways in an approximately 2-page, single-spaced report with the following sections:

- **Interviewee Profile:** Include both a basic profile of your interviewee—including age, highest level of education, job title, and place of employment (including a description of sector and size)—and a summary of the interviewee's career trajectory.
- **Key Takeaways:** Identify the 4-6 most compelling findings of the interview. Structure this section in a way that emphasizes these key findings (e.g., use subheadings, such as "The are limitless opportunities for those who can both design and write.") Be sure to include excerpts of quotations from your interviewee in this section.
- **Conclusion:** Summarize how the information learned in this interview might influence your own professional and educational decisions.

Midterm Status-Report Email

Due: by the end of the sixth week of your internship

Description: Send your faculty advisor an email that updates them on the progress of your internship and explains the deliverables that you plan to submit with your completion report (see below). If any problems have arisen in your internship, please alert your advisor to these in your message.

Completion Report & Presentation

Due: by the start of final exam week

Description: In a <3-page, single-spaced report that links to two or more writing, teaching, or new media deliverables, describe your internship and its key duties, and summarize what you have learned during the internship. Your report should include the following sections:

- **Internship Description and Relationship to the Profession:** Describe your workplace, including both the department/area of the workplace in which you worked and its position within the workplace-at-large. Explain your key internship responsibilities, and how they might apply in other workplaces and professions. Draw on your informational interview and other conversations to add detail to this section.
- **Summary of Learning and Value:** Describe the significance of your internship in terms of your education and/or your future professional trajectory.
- **Key Deliverables:** Present at least two important deliverables you produced at the internship. Explain the role of these deliverables in or for the organization, the process by which the deliverables were created, and the reception of these deliverables. **Include a link to or copy of these deliverables with your report.**

You will also be asked to make an approximately 20-minute presentation on your internship to an audience of interested students during the quarter after your internship is completed.