

Undergraduate Internship Requirements

Guidelines for Students enrolled in EH 320: Practicum in Writing

Students completing their technical writing internship must also satisfy the requirements of EH 320: Practicum in Writing. For more information about the requirements, contact Dr. Weber at rw0019@uah.edu or Morton 206B.

Beginning of Semester Requirements

At the start of their internship semester, students should complete the following steps:

1. Provide Dr. Weber with their A# to enroll in a section of EH 320.
2. Purchase the [textbook](#) and attend the EH 320 orientation group/individual meeting.
3. Complete **an internship contract** with Dr. Weber and their supervisor.
4. Start work and begin logging their weekly internship hours on a time card.

Mid-Semester Requirements

During the semester, students will fulfill the following requirements. All due dates will be available on the internship contract:

- Complete **a short reading reflection** in response to the course textbook. The course textbook will be available at the bookstore. The essay prompt will be available on Angel.
- Complete a **progress report** detailing their work on the internship. Progress reports are due on the date specified in the contract and can be submitted to Dr. Weber electronically (as one file) or in person (in one folder/binder). Progress reports should contain the following materials:
 1. *A double-spaced, 3-4 page narrative about the student's work on the internship.* Narratives can include descriptions of frequent duties, documents produced, benefits and challenges of the position, and lessons learned on the job.
 2. *Relevant samples of workplace writing.* Document descriptions are acceptable for confidential work.
 3. *Internship time cards.*
- **Meet with Dr. Weber** to discuss their internship experience. Meetings should occur within ten days of the progress report deadline.

End of Semester Requirements

At the end of the semester, students will submit the following items:

- **An internship report** contain the following content:
 1. A double-spaced, 4-6 page narrative about the student's work on the internship.
 2. Internship time cards.
 3. Their internship evaluation form (available on uahtechcomm.com).

- **A writing portfolio.** This portfolio will serve as the beginning of the writing portfolio students will show to potential employers (see Technical Writing World's [tips on technical writing portfolio](#) creation). The portfolio should include the following items (each separated with dividers):
 1. *A portfolio cover page.*
 2. *A resume.*
 3. *Writing samples.* Include samples from the internship, EH 301, EH 302, EH 303, other courses, and additional workplace experiences. Each sample should be separated with dividers and include a cover page that explains the document, its rhetorical situation, and the skills it demonstrates.

Students should also have their internship supervisor complete a [supervisor evaluation form](#) (available online at uahtechcomm.com)