

RWS 5318 - Community Literacy Internship
Spring 2018 Section 26937 T 6-8:50 p.m. HUDS 313
COURSE SYLLABUS

Instructor: Dr. Isabel Baca
Office: Hudspeth Hall 314
Office Hours: Tuesdays 4:30 p.m.-5:45 p.m. and by appointment
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Co-Instructor: Jasmine Villa
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Office Hours: By appointment
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REQUIRED READINGS

All required readings will be provided on Blackboard.

COURSE DESCRIPTION

RWS 5318 – The Community Literacy Internship consists of you completing an internship with a non-profit organization. You will serve as writers, researchers, presenters, and in other capacities dealing with writing studies and literacy in its different aspects (e.g. computers, reading, writing, speaking, communication, social media, workforce skills, and language). You have the option of selecting your own agency or choosing one from the list provided in class. In this course, you will apply what you have learned in your graduate classes in a workplace setting while serving and helping fill the literacy/communication needs of the El Paso/Juárez border community. You will learn and practice service-learning and community engagement as it applies to literacy, rhetoric, and writing studies. A secondary goal for this course is to help you become aware of the gaps and needs for social justice in the community and beyond and to identify venues and tools to address inequities and resistance.

COURSE STRUCTURE

For the most part, this will be an independent study course in that the major component is the internship itself. We will meet as a class, have internship days, hold individual conferences, and communicate via e-mail. When we meet as a class, we will primarily give progress reports on internships and address concerns, questions, and/or successes that may arise in the course of your internships and discuss the assigned readings. You will also be giving presentations during our class days and engage in different class activities.

In addition, we will be using Blackboard to complement the course. All assignment sheets and readings are provided in the course module. Sample contracts and required evaluation forms are also provided in the course module. A discussion board, as a help board, is provided for you to pose questions and give each other feedback and support. If need be, Blackboard will also be used to conduct class discussions.

COURSE REQUIREMENTS

In order to complete this course successfully, you must meet both the agency's requirements and the class requirements.

Agency Requirements

Your agency requirements will vary depending on your agency selection. You will draw up a contract with your agency mentor outlining the duties you will perform, projects you will complete, deadlines you will meet, and other responsibilities you will have in your internship with the non-profit organization. This contract will be signed by you and your mentor, and when approved, by me (Baca). Be sure to complete all training, attend orientations, and meet all of the agency's requirements needed for your internship. Communication between your agency mentor and you is crucial to the success of your internship.

Class Requirements

Though one of the primary goals for this course is to complete the community literacy internship successfully, you must also meet other class objectives which include reading, writing, and presentation assignments. I will give you more details and specific guidelines for these assignments during our class meetings and individual conferences. **All assignments, both major and minor, must be completed to pass the course! The internship must be completed to pass the course!** Each assignment will be explained in a separate handout and discussed in class. The following is a tentative list of class assignments and their probable weight in points.

<u>Assignment</u>	<u>Points</u>
<i>Internship Contract</i>	10
<i>Internship Journal</i>	15
<i>Progress Report</i>	10
<i>Reading Presentation</i>	15
<i>Critical Reflection Essay</i>	15
<i>Community Literacy Internship Final Presentation</i>	10
<i>Internship Portfolio</i>	15
Including: Contract, Texts Produced, Self-Evaluation, Journal	
<i>*Mentor Evaluation - Due by May 1, 2018</i>	*
<i>Class Participation and Attendance</i>	10
<i>Community Literacy Internship</i>	100
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	TOTAL: 200

FINAL GRADE SCALE

180-200 = A

160-179 = B

140-159 = C

120-139 = D

119 and below = F

If you have any questions or concerns regarding your internship and/or progress and performance in this course, speak with me.

CLASS POLICIES

You are expected to adhere to the following class policies.

Attendance and Punctuality

As graduate students, you are expected to attend class and participate in all class (and Blackboard, if applicable) discussions. As ethical and professional writers/communicators, you are expected to be responsible and committed to your internship with your selected non-profit organization and agency mentor. We will hold class meetings, individual conferences, and internship days. Thus, missing class days and/or individual conferences is unacceptable and will affect your final grade for this course. Please be on time, come prepared, and do not disrupt the class. This holds true for your internship as well.

Academic Dishonesty

You are expected to maintain professional ethics by giving credit freely where it is due and acknowledging the inclusion of material from an outside source in your documents and writing. In other words, plagiarism and any other form of cheating will not be tolerated. Violations will be taken seriously and will be referred to the Dean of Students Office for possible disciplinary action. Students may be suspended or expelled from UTEP for such actions.

Cell Phones

Turn off all cell phones/beepers during class. Please talk to me if a situation exists or arises that requires you to keep these on.

Disabilities Statement

If you have or believe you have a disability and need specific accommodations, please contact The Center for Accommodations and Support Services (CASS) at 915-747-5148, or by e-mail to cass@utep.edu. You may also visit their office located in UTEP Union East, Room 106. For additional information, please visit the CASS website at www.utep.edu/CASS. CASS staff are the only individuals who can validate and if need be, authorize accommodations for students with disabilities.

CLASS CALENDAR

Review the provided class calendar for deadlines and reading assignments. Class calendar is subject to change.