

English 195CE: Community / Corporate Internships

UCLA Center for Community Learning
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OVERVIEW

The Department of English and the Center for Community Learning (CCL) offer English 195CE for four units, for a letter grade or pass/no pass. Like all internship courses offered through CCL, English 195CE requires active participation at an agreed-upon field site, weekly response papers, bi-weekly meetings with the Coordinator, and a final research paper. These requirements are outlined in more detail below. ****Please note that this course may not be applied toward requirements for the English major.****

Our work together will be geared toward close-reading the world around us as a text—as something we can interpret and analyze in much the same way we could a story, poem, or play. You will be asked to read your internship experience and interpret your chosen profession as if they have a story to tell about the larger world and how human beings fit into it, but this does not mean we will ask you to read literary works related to your field. Instead, you'll examine the workplace itself as a text because we are constantly interpreting messages by taking small pieces of information and putting them together to make sense of the larger picture—this is what we mean by “close-reading.”

ENROLLMENT REQUIREMENTS

In order to enroll in English 195CE you must have at least a 3.0 G.P.A. And complete a course contract. Follow the steps outlined in the Enrollment Procedures handout that you received during your intake appointment to generate a contract.

COURSE REQUIREMENTS

1. Discussion Sessions
2. Weekly Response Papers
3. Final Research Paper
4. Signed timesheet documenting 80-200 hours worked at an off-campus site
5. Liability Waiver

1. Discussion Sessions (20% of your grade)

Schedule and attend biweekly discussion sessions with your coordinator (me) at the Center for Community Learning at least 5 times, including intake. Come to each 30-minute discussion session prepared to discuss your experiences at your internship, your weekly response papers, and your progress on your research paper. To receive full credit you must be prepared to have an engaged, interactive meeting. Appointments can be scheduled in person at CCL (Murphy A265); by calling CCL at 310-825-7865; or by emailing the front desk at cclmeetings@college.ucla.edu. Since I am not at CCL every day I am unable to schedule appointments personally, and I cannot meet you outside my office hours. Plan accordingly.

You are responsible for making your own appointments and for scheduling your 5 meetings evenly throughout the quarter (biweekly – i.e. every other week). Each meeting is worth 4 points. Showing up late and/or unprepared for a meeting will result in the loss of at least one point. If you arrive more than 10 minutes late, you will be asked to reschedule and the meeting will be worth only half credit. You may schedule only one meeting per week and MUST complete your second meeting by the end of Week 4 or the meeting will be considered late and will be worth only half credit. Repeated cancellation same-day cancellations are unacceptable may also result in a penalty. Any request to schedule meetings in consecutive weeks must be approved by the coordinator IN ADVANCE and may not be granted. Attending regularly scheduled meetings THROUGHOUT THE ENTIRE QUARTER is required in order to pass a 195CE course and failure to meet this expectation will likely result in an automatic grade reduction to C-/NP. You may be advised to drop at any point in the quarter if you are no longer in a position to pass the course and your site will be notified.

2. Weekly Response Papers (40% of your grade)

Submit 2-3 page response papers (double-spaced, 12 point font, 1 inch margins) via the course website by 6 PM on Sunday for the previous week (Response #1 is the exception—you've been granted an extension until 11:59 PM on Wednesday, 4/15). You need to turn in 8 response papers total. Each weekly paper is worth 10 points. Response papers are docked 2 points for each day they are late. All work must be submitted to pass even if it is too late to receive any credit. Submitting more than two papers over one week late is grounds for automatic "No Pass."

Grading Expectations: When I grade these papers, I will be paying attention to the quality of your writing (style, grammar, organization) and the strength of your ideas. In this class, a "strong" idea is always the product of prolonged analysis. Each week's prompt will ask you to observe certain details about your internship. You are expected to answer these questions by referring to details, events, occurrences and behaviors unique to your internship, but making these observations is only the first step. **You must then analyze them.** Remember: this course emphasizes close reading. Close reading is about formulating unique interpretations and perspectives *based on* observations—the observations themselves are not enough. Always aim to provide detailed critical analysis of your experience in the workplace; to do so, **do not just describe** what you are doing and seeing. Instead, pause and reflect on these observations to come to your own conclusions about why the organization and its employees do things the way they do and *how*, specifically, these details alter and affect your understanding of the organization and the work that it does.

3. Final Research Paper (40% of your grade)

Using 5 sources, complete a research paper of 8-10 pages (double-spaced, 12 point Times New Roman, 1 inch margins) due at 5:00PM on Friday of Week 10. This assignment asks you to examine a topic inspired by your internship—this isn't an extended response paper; rather, you should develop a research-based argumentative analysis. Your topic must be submitted on the Sunday following Week 7 and must be approved in order for your paper to be accepted. You must use at least three academic sources and two reputable edited popular sources for the paper. Late papers will be docked 1/3 of a grade for each day late. Papers earning less than 75% are grounds for automatic "No Pass."

4. Time Sheet

Submit a timesheet with your final paper, signed by your supervisor and documenting the hours that you have worked this quarter. To pass the course, interns must work at least 80 hours (about 8-10 hours/week), **spread evenly throughout the 10-week quarter**. While you are free to add a few hours, be advised that working more hours is not necessarily better—for your internship experience or your grade in the course. Space your hours evenly and be wary of stretching yourself too thin. Please consult me if you find yourself working more than 10-15 hours per week either at the request of your site or of your own inclination. UCLA policy prohibits students from interning more than 200 hours per quarter.

5. Liability Waiver

Available at the CCL office and required by UCLA for off-campus work.

ADDITIONAL POLICIES

Academic Integrity

All policies in the UCLA Catalog regarding academic dishonesty apply to 195CE internship courses, including policies regarding plagiarism. When warranted, infractions will be reported to the Dean of Students and may result in disciplinary action and/or expulsion from the university. UCLA's complete policy regarding academic dishonesty can be found at the following website: <http://www.registrar.ucla.edu/catalog>.

Students with Disabilities

The Center for Community Learning makes every effort to accommodate students with disabilities. If you wish to request an accommodation, please contact the Office for Students with Disabilities as soon as possible at A255 Murphy Hall, 310-825-1501, or 310-206-6083 (telephone device for the deaf). Website: <http://www.osd.ucla.edu>.

Pass/No Pass

Students taking the course on a Pass/No Pass basis must earn a C or better (75%) in ALL of the above categories. Additionally, ALL students must complete the following requirements to pass English 195CE.

Supervisor Contact

Be advised that your internship supervisor will be notified at any point in the quarter if you are in

danger of not passing this course. You should also know that regardless of student status, all site supervisors are contacted at least twice during the term for mandatory check-ins.

READING & ASSIGNMENT SCHEDULE

Week One—No Response

Enrollment processing and intake interviews. No assignments.

Week Two—Response #1: Analysis & Expectations

Extended Deadline: Wednesday, April 15 by 11:59 PM.

Reading: *The World is a Text* (Silverman & Rader), Common Reading for 195CE courses

Prompt: 1) Spend the first half of your response reflecting on Silverman and Rader's proposition that “the world is a text.” This should be a critical/analytical reflection, NOT summary! Then, choose one object that is not a book or traditional text (anything in your apartment or around UCLA will do nicely) and attempt to read it closely. Try to pick something you see all the time but haven't really tried to analyze. You do not need to develop a full-fledged argument about the object, but do try to think about HOW and WHY this object asks to be read, rather than simply describing it. The idea here is to practice your close-reading skills on something that's more familiar than your workplaces. If you get stuck trying to select a non-traditional text, try analyzing anything that's trying to sell you something (a produce, a commercial, a billboard, etc.)

2) Spend the second half of your response reflecting on the Common Readings for 195CE packet. What is experiential learning? How does it differ from conventional classroom-based approaches, and how does your internship off opportunities for such learning? What does it mean to be a “civic professional,” and how do you see the organization you are interning for fulfilling a “civic mission” or responsibilities to the community? On the other hand, perhaps you feel that your company fails to incorporate and sustain a “civic mission.” If this is the case, please elaborate. How could your company or organization use its strengths to benefit its community? Then, spend some time outlining your expectations for your internship. Feel free to describe how you found the position and/or what drew you to this particular site, but also try to imagine what you think the work there will be like. Take note of your assumptions about this profession as well as your assumptions about the contributions you might be able to offer to the company and what you hope to learn. Do you have any fears or reservations about this position?

Week Three—Response #2: Place

Due: Sunday, April 19 by 6 PM

Reading: “Spatial Segregation” (Spain)

Prompt: Many of the more traditional texts we engage for pleasure—books, movies, tv shows, video games—have a strong sense of setting. These texts construct a world, and they encourage

us to immerse ourselves in that world or interact with it. Read the introduction and excerpt from Kathy Spain's article "Spatial Segregation" (available as a PDF on the course website), then analyze the article's argument. Then analyze the space where your internship takes place. You can approach this topic on any level, from the neighborhood or the type of building it's in to the way space is organized within the building (its rooms, cubicles, halls, doors, and windows, etc). How does the organization of shared space impact the way work is done at your internship site? What is the role of your company and/or industry in the larger Los Angeles community? Do you notice any evidence of the gender segregation Spain describes in her article?

Week Four—Response #3: Character

Due: Sunday, April 26 by 6 PM

Reading: *Why Do We Care About Literary Characters?* (Vermeule)

Prompt:

First, read the selection from Blakey Vermeule's book *Why Do We Care about Literary Characters?* (available as a PDF on the course website). First, *briefly* summarize Vermeule's argument, paying particular attention to how she connects her study of fictional characters with analysis of contemporary celebrities. Do you agree or disagree with this connection? Why or why not? Remember: be critical and specific. Provide any counterarguments that come to mind.

Then analyze the characters who populate your internship site. How do they dress, walk, talk (although conversation is the subject of next week's response)? What do these things say or not say about the kind of work they do, or about the way the company tries to present itself? Is there a sense of hierarchy in place that you can discern based on behavior? Would a visitor to the workplace be able to tell who holds which positions? As an intern, what is your role as a character in the workplace? How does the work you do connect with the larger goals of the company, and thus fit into the bigger picture that the company wants to present to an outside audience? You might want to consider interviewing an employee this week to get a sense of the big picture and may also wish to consider whether there are any public figures or celebrities commonly associated with your company or industry.

Week Five—Response #4: Dialogue

Due: Sunday, May 3 by 6 PM

Prompt: Analyze how people communicate with each other at your internship site. Do they rely primarily on electronic or face-to-face communication? When and why? How does this impact the way they relate to one another and/or the way work gets done? What do people talk about when they aren't on the clock? Who talks with whom and what might this suggest? Have you had to learn any special lingo or vocabularies to do your job?

Week Six—Response #5: Criticism, Debates and Ethical Concerns in Your Industry

Due: Sunday, May 10 by 6 PM

Prompt: For this response, identify and discuss an ethical or moral debate or concern that is unique to your industry. (If necessary, you may take a somewhat broad approach to this. For instance, if your internship consists strictly of script coverage for a literary agency, you can branch out and think of problems in the wider film or publishing industries.) Describe and analyze the topic objectively by clearly explaining the main issue and outlining any opposing viewpoints. Then, develop and explain your own stance on the topic. Also discuss what your industry has done, or what you think it should do, to address and resolve this dilemma. Finally, what evidence of this problem, if any, have you experienced in your day to day work at your internship?

You will need to review and incorporate either one academic article or two non-academic sources—stay tuned for more information on this portion of the assignment.

Note: This week’s response is meant to challenge you. As interns at the bottom of the totem pole, it is easy to work passively for an organization—whether this stems from appreciation, idealism, or a sense of duty. But, inevitably, all fields and professions struggle (consciously or not) with ethical, moral and legal dilemmas. Identifying and analyzing one of these will help you to understand your position and your organization on a deeper level. This assignment is also situated at a point in the syllabus to help you brainstorm potential paper topics—you’ll notice that your proposal is due next week! This is a great opportunity to start doing some research and collecting sources.

Week Seven—Response #6: Paper Proposal

Due: Sunday, May 17 by 6 PM

Prompt: See the Research Paper Guidelines on the course website for details about this assignment.

Week Eight—Response #7: Paper Draft OR Intern’s Choice

Due: Sunday, May 24 by 6 PM

Paper Draft: Submit the first **three** pages of your final paper. This should include your introductory paragraph (including your thesis statement), as well as at least one sub-claim that is defended with evidence and analysis. Selecting this assignment option will provide you with thorough, concrete feedback on your academic writing and suggestions for improving your paper in advance of the final deadline.

OR

Prompt: By this time, you have a great deal of experience reading your workplace as a text. This

week, you will be analyzing how your internship profession is represented in a text from popular culture or classic literature. Please select a specific film, television show, or written text to analyze. You could approach this topic directly and select a text that specifically represents your industry (i.e. if you are working in film/TV, you could analyze an episode of *30 Rock* or *Entourage*). But you could also approach the topic by analyzing a text that speaks to your experience in your workplace (i.e. if your job has you working in a cubicle all day, you could analyze an episode of *The Office* or Herman Melville's short story "Bartleby the Scrivener"). No matter what text you choose, be sure to address how it does AND does not reflect what you have witnessed during your internship. In other words, pay special attention to how the GENRE of text you've chosen may put a spin on your industry. A sitcom about a lawyer, for instance, will offer a very different depiction of the field than a dramatic TV show or feature film. NOTE: If you have difficulty finding a text from popular culture that intersects with your industry, consider analyzing a news article about your field.

Week Nine—Response #8: Final Reflections

Due: Sunday, May 31 by 6 PM

Prompt: This is your chance to turn yourself into your text. Look back at the expectations you outlined in Response One and reflect on your overall experience. Have you learned what you hoped to learn? Have you learned things you never expected, or developed skills you didn't know would be put to the test? Has this internship helped you clarify your career goals? Is there anything you would have done differently?

Week Ten—Final Paper & Time Sheet

Due: Friday, June 5 by 5 PM

Instructions: Final papers must be submitted to the course site. No hard copy necessary. Final timesheets must be signed by your site supervisor and may be submitted to the course site as scanned PDFs **only**—no photos. If you are unable to provide a PDF of your timesheet, the hard copy must be submitted to the front desk of CCL. Please note: CCL's front door is often closed at 4:30. If you are providing a hard copy, please arrive by that time to avoid a late submission.