

UWP 104I - Writing in Internships

This is a very preliminary DRAFT but it will give you a good sense of the course. If you have questions please contact me at amclarke@ucdavis.edu

UWP 104I is an advanced composition class designed to help you acquire the communication skills you will need to succeed in the workplace. It focuses on teaching you how to design, write, and revise effective professional documents and deliver effective oral presentations. As far as possible, the class will simulate a workplace environment, emphasizing workplace standards, procedures, and etiquette. The course fulfills the Upper Division Writing Requirement. As such it requires 6000 words of graded work.

In Quarter Abroad 104I is connected directly with your internship.

With the exception of the memo, all the assignments dovetail around the formal report you will create. For many students this “report” has taken the form of a durable product (often a manual) that will be useful to the workplace where you are doing your internship.

General Policies

Attendance

You must make every effort to attend every class session. Absences can your work and repeated absences may lead to being dismissed from the program. If you choose to follow the grading contract, more than one absence will break the contract.

Draft Workshops

Plan to do a lot of workshops. Participation in the assigned draft workshops for each essay is required. To get complete credit for workshops, you must come to the workshop, have a completed draft in electronic form, share these electronically with your group and with me AND carefully read and respond to your classmates’ drafts.

Assessment

I will assess some of your work in mandatory one-on-one conferences. Other work will be assessed via Canvas. All grading will be based on a rubric you will have access to when assignments are set.

Plagiarism

A handout on avoiding plagiarism will be posted on the class website, and we will discuss how to avoid plagiarism for each assignment. I forward suspected cases of plagiarism to the Office of Student Judicial Affairs. Plagiarized work receives a “0” and/or breaks the grading contract, most importantly it might cause you not to pass the class AND to get sent home.

Grading Contract

While I do adhere to the UWP grading rubric, I offer an (optional) grading contract. This means that I will not assign a firm/set in stone grade for your paper. I will instead return it with comments and with an indicator of whether it is in the A or B range or if it falls below a B and therefore needs to be revised. This is optional and you can choose at any point not to do contract grading – if you do start with the contract and change later, your initial grades will hold regardless of any revisions you undertook.

You are guaranteed at least a B if you:

1. Attend every class, showing up on time and staying the full time—illness can only be excused with a doctor's note.
2. Hand in all papers and drafts on time—note the “get out of jail free” pass to hand in a paper one week late without penalty and the draft dodge, a pass to miss a draft session – 1 of each per course.
3. Bring drafts that meet the relevant criteria to class on draft days and provide thoughtful feedback during class workshops
4. Complete all informal writing assignments.
5. Rewrite papers until they are of “B” quality – the formal report and the final travel essay must both be of B quality when handed in

If you do not do all the above, you are not guaranteed a B. If you have kept to the contract through the end of the quarter, your grade on the final report for 104I or final essay for 110 will determine your grade in each class (if it is higher than a B). To earn higher than a B, you must produce writing of outstanding quality, conforming to the departmental standard for excellence in writing.

Things that Break the Contract

Missing class

Missing more than one draft per course

Not submitting the required amount of work on draft days

Turning in work late (anytime on the due date after class has started)

Being asked more than once not to use your electronics for something other than class work

Plagiarizing

Not revising work until it is of B quality

Non-Contract (Standard) Grading

If you opt not to do the contract or fail to meet the contract requirements, grading will revert to letter grade/percentages. Each missed class or draft will reduce the participation grade by a full letter grade (from an A to a B, for example). Late papers will drop the participation grade by a full letter. Every instance of being asked not to use your electronics for other than class work will drop the participation grade by a full letter grade. If you break the contract, you will not be able to revise any papers to bring them up to a B and your original grades on all work will stand.

The Golden Rule

Writing is hard to share. Your fellow students deserve your full attention when they have the floor, and your appropriate and respectful feedback on their writing. During class please be awake, pay attention to whomever has the floor, and do not text, web surf, etc. during class.

Assignment Overview by Percentage

| | |
|---|----|
| Introductory Memo | 0 |
| Rhetorical Analysis of Workplace Style | 10 |
| Topic (required) | 0 |
| Progress Report (required) | 5 |
| Proposal | 10 |
| Formal Report | 40 |
| Oral Presentation | 10 |
| Final | 15 |
| Peer Workshop Participation/informal work | 10 |

These are only preliminary descriptions of the assignments. Much more information will be available on Canvas just before the program begins.

Introductory Memo

- Audience:** Your new supervisor, Dr. Amy Clarke
Format: Memo (format used for in-house communications)
Purpose: To provide your supervisor with the information she requests
Length: 500 words
Due: By the end of today's class.

Topic

Write a memo addressed to me (your supervisor) that

1. provides a brief overview of your academic background and career goals,
2. describes your current internship in detail
 - where you work
 - the written and verbal communication skills you and your co-workers need in order to perform well on the job
 - the culture of the workplace: appropriate dress, level of formality, relationship between workers and between workers and supervisors, general tone of workplace
3. discusses the specific work-related communication skills you hope to develop while in this class.

Pay Attention to:

Proper formatting/professional appearance
Informative content
Clear organization
Clear, concise expression of ideas
Use of details
Correct grammar and mechanics

Workplace Writing Analysis – Assignment One

Due Dates TBD

Task

Using either a collection of documents from your workplace OR a single, longer document, analyze the “In House Style” for your workplace.

More details to follow.

Proposal for a Formal Report – Assignment Two

Due Dates TBD

This is the first of a three part assignment. You will write a proposal that will be the basis of the formal report and oral report. This means you should choose your topic carefully. Choose something that has direct relevance to your internship. You can ask your supervisor for a project idea or propose a solution to a problem or opportunity you've noticed in your workplace. If you work for a non-profit, you could also consider responding to an RFP (request for proposal) to get funding for a project relevant to your workplace.

Your proposal will include most if not all of these final elements (depending on the situation): a transmittal letter, cover page, table of contents, summary, budget, personnel/facilities explanation, timeline, and references.

The Formal Report - Assignment Three

Due Dates TBD

Topic

You will write on the same topic that you wrote on for the proposal. In fact, some parts of your proposal will appear, most likely in an altered form (usually more fully explained/enumerated), in the formal report. The report is the “deliverable,” the unit of information you agreed to produce based on your proposal. Some research will be needed and appropriate documentation is essential. This report must also use graphic elements you have created (at least one) plus others you make or take from cited sources.

Length

This will vary widely – but it will be “long” in the sense that it will have many parts, mostly printed on separate pages and that you have to be very inclusive—everything that the reader needs to either carry out the plan or to understand the problem/solution needs to be in the report.

Format—Must Haves

- Transmittal Letter
- Title Page
- Executive Summary or Abstract
- Table of Contents
- Body of Report with strong system of headers
- References
- Appendices as needed

Oral Presentation

You will give a short, multimedia presentation to the class on the subject of your project.

104I Final

Topic

Revision with explanatory memo.

Details

Revise your long report very thoroughly; you need it to be at least in the B range for the purposes of the contract, but if you get better than a B and have met all the expectations of the contract, the grade on the paper will determine your grade in the class.

You will also be writing a 200-400 word explanation of the changes you made and why you made them.

What to Revise

Everything. Do global, local, and specific revision. Do not just change the things I noted as needing work though please do consider these. Rethink thesis, paragraphing, organization, use of evidence, sentence clarity, etc.

How I Will Grade the Final

I will be grading the final on how well you revised the report and on the quality of the cover memo. I will be looking for you to go beyond just fixing what I told you to fix. Since I am looking for elements that I did not when I first looked at the assignment (such as evidence of diligent rethinking/revising), it is possible for you to get a lower grade on the final than you did on the earlier version of the essay.

How to Write the Explanatory Memo

In 200 to 400 words, tell me about the specific changes you have made to the essay and why you made them. Please be detailed. This explanation will form part of the grade, and I will be looking for evidence that you have really thought through all the levels of revision. Please write it carefully, so it is clear and grammatically strong.