ENGR 597 – Internship in Engineering with Professional Writing and Communication
Units: 0.5
Summer 2022
Course URL: http://courses.uscden.net
Location: Virtual

COURSE DESCRIPTION

This course is for the first internship taken by Viterbi master's students. Within two course components, students will gain practical work experience in a professional internship and develop their communication skills.

Please note the sections of this syllabus:
1. Course Schedule
2. Professional Writing and Communication Component
3. Internship Component
4. Statement on Academic Conduct and Support Systems
5. Sample Internship Reflections & SkillSurvey Information

Students must successfully complete both the 'Professional Writing and Communication' and the 'Internship' components listed below to receive credit in this course.

International students must additionally adhere to Curricular Practical Training (CPT) guidelines. The internship's purpose must be academic, not just for employment purposes, and integral to the student's degree program. **Successful completion of the course is required to be considered for future CPT authorizations.** For more information regarding CPT policies, please refer to https://ois.usc.edu/employment/.

COURSE SCHEDULE: Weekly Breakdown

Check each of the deliverable boxes to ensure that you will receive credit for this course. Any boxes left unchecked will result in a No Credit grade.
<mark>Yellow</mark> = Writing Component Assignment Due Date
<mark>Blue</mark> = Internship Component Assignment Due Date
Note: The communication component is offered concurrently with the internship

	Weekly Activities	Communications Textbook Reading	Deliverables/Due Dates
Week 1 May 16	**Internship work**		
Week 2 May 23	**Internship work**		
Week 3 May 30	**Internship work**		
Week 4 June 6	**Internship work**		
Week 5 June 13	**Internship work** **6/15: Communication Lecture #1** ● COURSE OVERVIEW ● WORKPLACE WRITING ● WRITING SAMPLE ASSGT. ● PROFESSIONAL TONE ● AUDIENCE	Tebeaux & Dragga **Ch. 1**: *Writing at Work* **Ch. 2**: *Writing for Readers* **Ch. 7**: *Emails, Texts, Memos & Letters*	❏ <mark>**Academic Integrity Video and Quiz Due June 18**</mark>
Week 6 June 20	**Internship work** **6/22: Communication Lecture #2** ● WRITING ASSIGNMENT 1 ● AVOIDING PLAGIARISM ● MEMOS ● COHERENCE & CLARITY	Tebeaux & Dragga **Ch. 5**: *Designing Documents pp.36-39 Recognizing Unethical Communication*	❏ <mark>**Writing Sample Due June 25**</mark>
Week 7 June 27	**Internship work** **7/6: Communication Lecture #3** ● WRITING ASSIGNMENT 2 ● COVER LETTERS ● READABILITY	Tebeaux & Dragga **Ch. 4**: *Achieving a Readable Style* **Ch. 12**: *Resumes & Job Apps* **Appendix B**: *citing and sources*	<mark style="background-color:cyan">**Internship Reflection #1 Due after completion of the first week of your internship or by June 27, whichever comes first**</mark>

Week 8 July 4	**Internship work** **7/13: Communication Lecture #4** ● REVIEW OF WA1 & 2 ● WRITING ASSIGNMENT 3 ● PARAPHRASING ● DOCUMENT DESIGN	Tebeaux & Dragga **Appendix A:** *brief* *guide to grammar,* *punctuation and* *usage (optional)*	❏ **Writing Assignment #1 Due July 9**
Week 9 July 11	**Internship work** **7/20: Communication Lecture #5** ● VISUALIZING DATA ● INFO PLACEMENT ● SUMMARIZING ● VARYING SENTENCES	Tebeaux & Dragga **Ch. 9:** *Proposals* **Ch. 5**: *Designing* *Docs* **Appendix C**: *proposal* *example*	❏ **Internship Reflection #2 Due after completion of half of your internship or by July 11, whichever comes first** ❏ **Writing Assignment #2 Due July 16**
Week 10 July 18	**Internship work** **4/27: Communication Lecture #6** ● COURSE WRAP-UP ● ADDING IMPACT TO YOUR WRITING		❏ **Writing Assignment #3 Due July 23** ❏ **SkillSurvey Supervisor Contact Information Upload Due 7/18**
Week 11 July 25	**Internship work**		❏ **Internship Reflection #3 Due after completion of the internship or by 7/25, whichever comes first** ❏ **SkillSurvey Supervisor Assessment due 7/25*** ❏ **SkillSurvey Self-Assessment due 7/25**

*If you work for an organization that DOES NOT complete external performance evaluations, you must inform the internship component course manager at least one week before the deadline by emailing vcareers@usc.edu.

PROFESSIONAL WRITING AND COMMUNICATION COMPONENT

INSTRUCTOR:
Elizabeth Fife, Ph.D., Associate Professor of Technical Communication Practice
Engineering Writing Program (EWP), Viterbi School of Engineering
University of Southern California

COMMUNICATIONS COMPONENT OBJECTIVES

We will be working to improve your written communication skills in this course. Emphasis is placed on writing for a professional engineering environment.

The course will cover:
- writing concepts and strategies for communicating to public and professional audiences
- standard conventions for industry communications
- skills to prepare effective documents for professional purposes

COMMUNICATION COMPONENT OUTCOMES

At the end of ENGR 597, you will be better equipped to:
- write for professional audiences
- revise and edit to professional standards
- compose accurate and precise documents
- analyze and adapt to varied professional writing contexts

COMMUNICATION LECTURES

Video lectures will be posted on the course website on Wednesdays. These lectures explain what is needed to complete assignments and to learn the requirements of the course. The lectures also provide general instruction for improving your professional communication skills.

COMMUNICATION ENGAGEMENT

You are expected to watch all the lectures posted by the instructor, correspond with your grading consultant when necessary, and stay up to date on readings and assignments.

COMMUNICATION REQUIRED TEXT

The Essentials of Technical Communication, Elizabeth Tebeaux and Sam Dragga, Oxford University Press, Fourth Edition, 2017.

Additional readings, guides, and PPTs accompanying the video lectures are posted on D2L.

COMMUNICATION ASSIGNMENTS

You will be asked to complete four writing assignments. Pre-writing, research, and revision are elements of each assignment. You must pass Writing Assignment 1, 2, and 3 to pass the course.

You must turn in your assignments on time. If you submit late, you risk failing the assignment.

However, you may request an extension from your grading consultant **before** the deadline. Missing assignments will not be accepted after the class concludes and you may not turn in multiple assignments at the end of the course. Also, you may submit each assignment one time to the dropbox.

All assignments must pass the 70% threshold (see below). The course will be organized around the introduction of the course assignments and the specific requirements for each. The prompts for each assignment are posted on the course website.

Please note: For every written submission, students are required to add a "Statement of Originality." Details are found on the course website.

Important: You have the opportunity to revise each assignment, so your work achieves an appropriate professional tone and content. If you do not pass an assignment, you need to revise and submit it again. You need to submit your revision within three days after you get the returned assignment. Make sure to notify your grading consultant by email when you resubmit.

If you do not notify your grading consultant, you may not get credit for the assignment. It is up to you to check to see if you have received credit for all assignments in a prompt manner, and then submit the revision in line with the grading consultant's comments if you have not passed. Do not wait until the end of the course to ask about the status of an assignment.

COMMUNICATION EVALUATION POLICIES
This course is Credit/No Credit. Credit for this course is based on the following criteria:

- Completing writing assignments 1, 2 and 3 to a 70% level of approval
- Submitting all assignments sequentially at the required deadlines. You cannot turn in all work at the end of the class. Your assignments will not be graded if you do this.
- Written assignments go through Turnitin, and a similarity score will be generated. A score above 10% results in failing the assignment. Sources used for the submission will be investigated, and a report will be made to the Viterbi Office for Academic Integrity. **Do not plagiarize**.
- You may not turn in a writing assignment that you have previously submitted to another class. If you do this, you will not pass the assignment.
- If Turnitin identifies your assignment as having high similarity to another student's submission, you risk failing the course. A report will be submitted to the Viterbi Office for Academic Integrity, and appropriate actions will be taken. Under no circumstances turn in another student's work.

COMMUNICATION COMPONENT GRADING
The course is graded on a credit/no credit basis. To receive credit, students must achieve a score of 70% on all assignments. Guidance and criteria for a successful submission will be provided to you for each assignment.

Expectations for each assignment will be made clear, and they will be evaluated as fairly and objectively as possible. We will review the requirements for effective writing in the video lectures,

and you can refer to the writing rubric on the course website.

All required assignments must be completed to pass the course.

All assignments will be submitted and returned via the course website.

If you have or will have a problem meeting a deadline, communicate with your grading consultant and request an extension before the due date.

Your grading consultant will email you at the beginning of the course. Email addresses for grading consultants are posted on D2L.

All required assignments must be completed to pass the communication component of this course. Successful completion of the course is required to be considered for future CPT authorizations. For more information regarding CPT policies, please refer to
https://ois.usc.edu/employment/.

INTERNSHIP COMPONENT

Internship Component Manager: Viterbi Career Connections
Office: RTH 218/Virtual
Office Hours: By appointment vcareers@usc.edu

COURSE OBJECTIVES

In the internship component of the course, students must gain part-time or full-time practical work experience in his/her/their field of study. By the end of the semester:

- Students will produce three (3) internship reflections of his/her/their work activity, problems investigated, significant results, and any follow-up projects they may engage in.
- Students must complete the SkillSurvey Career Readiness Self-Assessment.
- Students' internship supervisors should also complete the SkillSurvey Career Readiness report, acknowledging students' work and communication skills.

INTERNSHIP COMPONENT DESCRIPTION

The student must gain part-time or full-time practical work experience in his or her field of study. The internship must be located at an off-campus facility. Students must provide three (3) internship reflections before the conclusion of their internship. The student and internship site supervisor must also complete a SkillSurvey Career Readiness Assessment as part of this course's internship component requirements.

INTERNSHIP COMPONENT DESCRIPTION AND ASSESSMENT OF ASSIGNMENTS

During the semester, the student will submit three internship reflections based on his/her/their internship progression. Internship reflections may include work activity, problems investigated, significant results, and any follow-up projects they may engage in. While there is no required word count, internship reflections must thoroughly answer each question in paragraph format and have a Turnitin Similarity score under 10%. Samples of internship reflection questions are available for review at the end of this syllabus.

Some students enrolled in this course may sign a Non-Disclosure Agreement (NDA) with their employer, common in engineering organizations. **If the employer must review any assignments before submission, it is the student's responsibility to plan accordingly to avoid late submissions.**

If a different standard or format is used other than an internship reflection, it must meet the same intellectual standard described in this syllabus. This is typically only applicable in the case of an unexpected cancellation or shortened internship. In this case, the internship component course manager will document the definition of an alternative deliverable of intellectual merit equivalent to an internship reflection.

Non-Disclosure Agreement Information
If you are collaborating on research with a faculty member, it is your responsibility to inform

him/her/them of your NDA.

An NDA should not impact your ability to complete class assignments. Students who have NDAs produce reports with general details on the work completed as part of their internship, not disclosing any project specifics or sensitive information. Assignments can focus on your professional skills and career development attained during your experience.

In the course of the internship, the student must not violate the company's policies on Intellectual Property and/or confidentiality. However, sufficient responses must be included in the students' internship reflections to demonstrate meaningful experience and work has been completed.

INTERNSHIP COMPONENT PREREQUISITE(S):

This course may not be taken until the student has completed at least one semester of enrollment in the graduate program. Students must be in good academic standing (cumulative and degree GPA of at least 3.00). On a case-by-case basis, students with a cumulative or major GPA below 3.00 may be permitted to take this course. The student must have a verifiable internship offer letter from a company.

INTERNSHIP COMPONENT NOTES:
The internship component of this course is graded credit/no credit. The faculty supervisor may choose another grading policy if appropriate. Failure to meet the criteria in this syllabus is grounds for receiving a grade of NC (No Credit) and denial of participation in future internship courses.

INTERNSHIP COMPONENT TECHNOLOGICAL PROFICIENCY AND HARDWARE/SOFTWARE
REQUIRED: You must have access to the internet to submit required internship reflections and SkillSurvey Career Readiness surveys.

REQUIREMENTS FOR THE INTERNSHIP COMPONENT:
- Students must complete all CPT-related paperwork with the supervising professor by the drop/add deadline of the semester. (International students only.)
- Students must be employed at a company for a minimum of 8 weeks.
- Students must submit three (3) internship reflections on D2L.
- Students must complete the SkillSurvey Career Readiness Self-Reflection Report by the due date assigned.
- Students must complete the upload of the supervisor's contact information in SkillSurvey by the due date assigned. Students will receive an email with the SkillSurvey link 2 weeks before it is due.
    - In the event the student works for an organization that DOES NOT complete external performance evaluations, the student must inform the internship component course manager at least one week in advance of the deadline by emailing vcareers@usc.edu.

INTERNSHIP COMPONENT GRADING BREAKDOWN:
- Internship reflection #1 uploaded to course management system - **25%**
- Internship reflection #2 uploaded to course management system - **25%**

- Internship reflection #3 uploaded to course management system - **25%**
- SkillSurvey Career Readiness Report **- 25%**

INTERNSHIP COMPONENT GRADING SCALE:
All internship reflections are required with passing scores for the Internship Component. This course is graded credit/no credit. The faculty supervisor may choose another grading policy if appropriate. Failure to meet the criteria in this syllabus is grounds for receiving a grade of NC (No Credit).

Successful completion of the course is required to be considered for future CPT authorizations. For more information regarding CPT policies, please refer to https://ois.usc.edu/employment/.

INTERNSHIP COMPONENT ASSIGNMENT RUBRICS:
Reflection is an integral part of the learning process. Students will submit three (3) internship reflections throughout their internship. These reflections will ask students to review their internship location responsibilities and think critically about their professional growth. Each reflection will ask for updates and outcomes of the work and prepare them to discuss with their site supervisor or future interviews. While there is no required word count, internship reflections must thoroughly answer each question in paragraph format and have a Turnitin Similarity score over 10%.

INTERNSHIP COMPONENT ASSIGNMENT SUBMISSION:
Internship reflections will be uploaded to the course management system, D2L. SkillSurvey Career Readiness report information will be directly emailed to you and submitted through the SkillSurvey platform.

INTERNSHIP COMPONENT GRADING TIMELINE:
- Internship reflection #1 uploaded to course management system – **Due after completion of the first week of your internship or by June 27, whichever comes first**
- Internship reflection #2 uploaded to course management system – **Due after completion of half of your internship or by July 11, whichever comes first**
- SkillSurvey Supervisor Contact Information – **Upload Due July 18, Link given July 11**
- Internship reflection #3 uploaded to course management system – **Due after completion of the internship or by July 25, whichever comes first**
- SkillSurvey Career Readiness Report – **Due July 25**

STATEMENT ON ACADEMIC CONDUCT AND SUPPORT SYSTEMS:

Academic Conduct
Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, "Behavior Violating University Standards" https://policy.usc.edu/student/scampus/part-b. Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, http://policy.usc.edu/scientific-misconduct.

Discrimination, sexual assault, intimate partner violence, stalking, and harassment are prohibited by the university. You are encouraged to report all incidents to the *Office of Equity and Diversity*/*Title IX Office* http://equity.usc.edu and/or to the *Department of Public Safety* http://dps.usc.edu. This is important for the health and safety of the whole USC community. Faculty and staff must report any information regarding an incident to the Title IX Coordinator who will provide outreach and information to the affected party. The sexual assault resource center webpage http://sarc.usc.edu fully describes reporting options. Relationship and Sexual Violence Services https://engemannshc.usc.edu/rsvp provides 24/7 confidential support.

Support Systems
A number of USC's schools provide support for students who need help with scholarly writing. Check with your advisor or program staff to find out more. Students whose primary language is not English should check with the *American Language Institute* http://ali.usc.edu, which sponsors courses and workshops specifically for international graduate students. *The Office of Disability Services and Programs* http://dsp.usc.edu provides certification for students with disabilities and helps arrange the relevant accommodations. If an officially declared emergency makes travel to campus infeasible, *USC Emergency Information* http://emergency.usc.edu will provide safety and other updates, including ways in which instruction will be continued by means of Blackboard, teleconferencing, and other technology.

SAMPLE INTERNSHIP REFLECTION & SKILLSURVEY INFORMATION:

Internship Reflection 1: Student Internship Profile

Student Name:
Student ID number:
Company:
Department/Team:
Team Leader/Supervisor Name:
Team Leader/Supervisor Email Address:
Project name:
- Describe the company at which you are interning:
- Summarize your responsibilities:
- Describe your team and/or role to which you have been assigned
- Describe the project(s) you'll be undertaking:

Internship Reflection 2: Student Progress Report

Student Name:
Student ID number:
Company:
Department/Team:
Project name:
- Brief description of the project:
- Work done and progress made since Report 1:
- Problems encountered:

Internship Reflection 3: Final Student Assessment
Name:
Student ID number:
Company:
Department/Team:
Project name:
- How did you like working for this company? Briefly discuss your experience – both positive and negative - working for your company.
- Did you complete your project goals? Give a final summary of the work you accomplished.
- What experience did you gain? State what you can take away from this experience, both technical (e.g., learned about new technologies) and non-technical aspects (e.g., learned how to communicate better).
- In what ways do you feel you were well-prepared for this job? Did you know what you needed to know to be effective? Also, if you can, tie this back to what it was that helped you prepare for it.
- In what ways do you feel you could have been better prepared? Describe areas where you did not feel strong (e.g., a particular technology or communication). And, if you can, tie this to what could have prepared you better for it (e.g., a specific course or program at school, studied harder, etc.)
- Other comments? Include any additional comments you would like to make about your internship.

Internship Component Requirement 4: SkillSurvey Career Readiness Self-Evaluation and Supervisor Reports

The SkillSurvey Career Readiness reports are based on your professional performance throughout your internship. They will allow your manager to evaluate you on core competencies identified by the National Association of Colleges and Employers (NACE). There is no need to disclose any confidential information regarding your work on projects as this pertains only to your professional readiness.

Internship supervisors will be asked to evaluate the student's internship performance in the following areas:
- Career & Self-Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

The SkillSurvey Career Readiness survey is meant to be informative and helpful to you in your professional development process. As an organization employee, it is essential and necessary for your professional development to ask for feedback on your performance, whether in an internship or a full-time position. Feedback will enable you to grow and be more successful in your next professional venture(s) because your supervisor can help you identify critical competencies employers are looking for, your competency gaps, and areas of strength. Along with the supervisor evaluation, filling out your self-evaluation will enable you to see how your self-perception compares in each competency category.

In addition to providing you with a Career Readiness index score, the SkillSurvey Career Readiness report improves the collaboration between USC Viterbi and employers. **If you work for an organization that DOES NOT complete external performance evaluations, you must inform the internship component course manager at least one week before the deadline by emailing vcareers@usc.edu.**