



ENGR 597 – Internship in Engineering with Professional Writing and Communication

Units: .5

Summer 2019

Course URL : <http://courses.uscden.net>

Location: OHE 120

Instructor: Steve Bucher

Office: OHE 106

Office Hours: By appointment

sbucher@usc.edu

Course Writing Consultants: TBA

Contact Info: TBA

COURSE CATALOG DESCRIPTION

This is the first internship taken by Viterbi masters students. Within two course components, students will concurrently gain practical work experience in a professional internship and participate as a class to develop their communication skills. The focus of the communication component will be on writing and other communication skills for master's students taking a professional internship.

COURSE OBJECTIVES

During the semester, the student will remain in contact with the professor who has agreed to supervise him/her and will report regularly as agreed upon between the student and the professor. By the end of the semester, the student will produce a report of his/her work activity, problems investigated, significant results and any follow-up projects they may engage in. If a different standard or format is used other than a report, it must meet the same intellectual standard as that described here. In this case, the supervising faculty member will document the definition of an alternative deliverable of intellectual merit equivalent to a report. In the course of the internship, the student must not violate the company's policies on Intellectual Property and/or confidentiality.

In the communication component of the course, we will work to improve communication skills for master's students in engineering taking internships. Emphasis will be placed on writing for a professional engineering environment, engaging in oral communication, and learning to present data visually. Students will participate in 7 weeks of work (the equivalent of .5 units) in one hour classes offered via DEN.

PROFESSIONAL WRITING AND COMMUNICATION COMPONENT

In the professional writing and communication component of this course, ENGR 597 will provide:

- A variety of professional and academic engineering communication skills.
- Proficiency in writing for public and professional audiences.
- An overview of the standard conventions of English.
- Exposure to the code of ethics within your field of engineering.
- Flexibility in communicating for a variety of purposes.
- The ability to prepare effective written documentation both individually and collaboratively.
- The skills required to create and deliver effective oral presentations.
- The ability to give and receive critical feedback.
- An understanding of the academic requirements and processes associated with internships at the University.

COURSE OUTCOMES

At the end of ENGR 597 you should be able to:

- Write for professional audiences.
- Demonstrate research and documentation abilities at the professional level.
- Revise and edit to professional standards.
- Prepare and give professional oral presentations for a variety of audiences and purposes.
- Utilize visual aids in both written and oral communication.
- Work collaboratively to research, write, and present information and ideas.
- Write accurate, precise technical prose.

COURSE RESTRICTION

Enrollment in ENGR 597 is limited to Viterbi master's degree students.

REQUIRED TEXTS

Writing On The Job, Brereton and Mansfield, Norton & Company, 2000.

The Essentials of Technical Communication, Tebeaux and Dragga, Oxford University Press, Third Edition, 2015.

Additional materials will be available throughout the course.

ASSIGNMENTS

Students will be asked to complete 3 written assignments and 1 set of slides intended for use in an oral presentation. Pre-writing, research, and revision will be required elements of each assignment. Students will engage in the revision process until the work achieves a strong professional tone and content. All work must pass the 70% threshold (see below). The course will be organized around the introduction of these assignments and their particular qualities.

The prompts for each assignment will be posted to the course website. All assignment submission will be through the course D2L site and will include Turnitin.com submission (see below).

Please note: For every written submission, students are required to add a “Statement of Originality” to ensure awareness of academic integrity standards and expectations. This will be discussed in class. Details will be posted to the course website.

EVALUATION POLICIES

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

- Attending or watching all course lectures
- Participating in class discussions and workshops
- Completing all writing assignments to a 70% level of approval

GRADING AND ATTENDANCE

The course is graded on a credit/no credit basis. To receive credit, students must achieve a score of 70% on each of the following:

- 3 written assignments
- 1 set of slides
- Online activities

The 70% threshold is determined by the course rubric and is intended to reflect standards expected in professional contexts. You are given the opportunity to revise your assignments as many times as needed to attain a score of at least 70%.

Guidance for a successful submission or presentation will be provided to you for each project.

There is no grading curve. Grades will be assigned by a submission’s own merits. I will do my best to make my expectations for the various assignments clear and to evaluate them as fairly and objectively as I can. We will review the requirements for good writing in class throughout the semester, and you can refer to the ENGR 597 rubric.

All required assignments must be completed to pass the course.

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

PARTICIPATION AND ENGAGEMENT

You are expected to be an active contributor to the class. Active contribution includes engaging with the lectures; submitting assignments on time; volunteering answers to questions; asking questions; requesting clarification; challenging me or other students in productive ways; contributing useful and relevant comments; engaging fully in any workshop-type activities.

Participation in this class will also be defined by viewing videos and lectures and completing quizzes online. These activities are factored into the required contact time of the course.

A particularly important contribution you'll make to the class is critiquing other students' work in our rough draft workshops.

You will also, during the course of the semester, provide other feedback to your classmates and brainstorm with them. You also will be expected to get together with others outside of class to share work and give/get feedback.

The following will also impact your participation points: evidence of preparation for class, including having completed any reading; quality of otherwise non-graded work; quality of contribution to workshop activities; quality of e-mail correspondence; quality and quantity of participation in any individual conferences.

A note regarding email: Your email represents you as much as any other written or oral communication does. Take care to make it professional. That means applying all of the rules of good writing that we're discussing in class to your email. This includes, but is not limited to, using good grammar, spelling, and punctuation; employing a direct and concise writing style; and organizing the document to further its purpose.

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>.

In this course, all assignments will be submitted through Turnitin.com. This will help you see better how to incorporate others' ideas and where to quote and cite. **You are not permitted to submit work written by someone other than yourself.**

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.

INTERNSHIP COMPONENT

Course 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 are individually supervised by faculty members. The internship supervisor must also provide a report on the student's internship as part of the requirements for this course.

Learning Objectives

During the semester, the student will remain in contact with the professor who has agreed to supervise him/her and will report regularly as agreed upon between the student and the professor. By the end of the semester, the student will produce a report of his/her work activity, problems investigated, significant results and any follow-up projects they may engage in. If a different standard or format is used other than a report, it must meet the same intellectual standard as that described here. In this case, the supervising faculty member will document the definition of an alternative deliverable of intellectual merit equivalent to a report. In the course of the internship, the student must not violate the company's policies on Intellectual Property and/or confidentiality.

Prerequisite(s): 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.

Co-Requisite(s): None

Concurrent Enrollment: None

Recommended Preparation: None

Course Notes

This course is graded credit/no credit. 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 participation in future internship courses.

Technological Proficiency and Hardware/Software Required

The internship must be located at an off-campus facility.

Required Readings and Supplementary Materials

None

Description and Assessment of Assignments

- Student must complete all CPT-related paperwork with supervising professor by drop/add deadline of semester (steps outlined below).
- Student is employed at the company and reports regularly to the faculty supervisor in person or by email.

- Final Report is due by date listed on CPT contract or unless otherwise noted by the professor.

Grading Breakdown

Assignment	Points	% of Grade
Three status reports via email, uploaded to course management system, or in person to faculty supervisor	75	75%
Internship Supervisor F	25	25%
TOTAL	100	100%

Grading Scale

Course final grades will be determined using the following scale:

This course is graded credit/no credit. 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).

Assignment Rubrics

Student Reports

Students will submit 3 progress reports throughout their internship. These reports will ask students to reflect on the responsibilities of their work. Each report will ask for updates and outcomes of the work and prepare the student to discuss

Sample Report Information

Report 1: Student Internship Profile

Due within 2 weeks of ENGR 597 enrollment

Student Name:

Student ID number:

Company:

Department/Team:

Team Leader/Supervisor Name:

Team Leader/Supervisor Email Address:

Project name:

1. Describe the company at which you are interning:

2. Summarize your responsibilities:
3. Describe your team and/or role to which you have been assigned:
4. Describe project(s) you'll be undertaking:

Report 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:

Report 3: Final Student Assessment

Name:

Student ID number:

Company:

Department/Team:

Project name:

1) How did you like working for this company?

Briefly discuss your experience – both positive and negative - working for your company.

2) Did you complete your project goals?

I Give a final summary of the work you accomplished.

3) 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 better communicate) of the experience.

4) 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.

5) In what ways do you feel you could have been better prepared?

Describe areas where you did not feel strong at (e.g. a certain technology, or communication).

And, if you can, tie this to what could have prepared you better for it (e.g. a certain course or program at school, studied harder, etc.)

6) Other comments?

Include any other comments you would like to make about your internship.

Report 4: Internship Supervisor Report

The internship supervisor report is used to improve the collaboration between USC and employers while receiving direct feedback on the quality of the student's internship performance.

Internship supervisors will be asked to evaluate the student's internship in the following areas:

- Productivity and Quality of Work
- Professionalism and Dependability

- Teamwork and Collaboration
- Interpersonal Communication
- Creativity and Interests
- Ethics and Integrity
- Other comments

Assignment Submission Policy

Assignment submission policies will depend on your instructor. Status reports will be submitted via email, uploaded to course management system, or in person to faculty supervisor.

Grading Timeline

Final Report is due by date listed on CPT contract or unless otherwise noted by the professor.

Course Schedule: A Weekly Breakdown

Note: The communication component is offered concurrently with the internship. Day and time of this component TBD.

	Work/Communication Component Activities	Readings and Homework	Deliverable/ Due Dates
Week 1	Internship work		
Week 2	Internship work WORKPLACE WRITING FOUNDATIONS, WRITING ASSIGNMENT 1 DISCUSSION	Tebeaux Chapters 1 and 2 Brereton, Chapter 1 Writing Sample Due	Student Report 1 begins and may be due depending on number of internship hours. Consult instructor for exact due dates and number of reports due.
Week 3	Internship work ETHICS AND CITATIONS, TONE EDITING ASSIGNMENT DRAFTS	Tebeaux Chapter 3 Writing Assignment 1 Due	
Week 4	Internship work WRITING ASSIGNMENT 2 DISCUSSION, PROFESSIONAL WRITING FORMS AND AUDIENCES	Tebeaux Chapter 5	
Week 5	Internship work PERSUASION AND ORGANIZATION, BASICS OF ORAL COMMUNICATION	Tebeaux Chapter 11 Writing Assignment 2 Due	Student Report 2 begins and may be due depending on number of internship hours. Consult instructor for exact

			due dates and number of reports due.
Week 6	Internship work WRITING ASSIGNMENT 3 DISCUSSION VISUAL AIDS ,COLLABORATIVE WRITING	Tebeaux Chapter 6	
Week 7	Internship work INTERVIEWING SKILLS	Guest Speaker Slides Due	
Week 8	Internship work Communication Component Wrap Up and Review	Brereton, Chapter 9 Writing Assignment 3 due	Student Report 3 begins and may be due depending on number of internship hours. Consult instructor for exact due dates and number of reports due.
Week 9	Internship work		
Week 10	Internship work		
Week 11	Internship work		
Week 12	Internship work		
Week 13	Internship work		
Week 14	Internship work		
Week 15	Internship work		
Internship Supervisor Report			Internship Supervisor Report is due by date listed on CPT contract or unless otherwise noted by the professor.

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.