ENG 404 Writing Associates Internship

Course Description
Open to competitively-selected English majors with demonstrated excellence as writers, the ENG 404 Writing Associates Internship offers advanced students professional experience as writing tutors, serving students enrolled in lower-division English, Composition, and Honors College Arts and Letters courses. In addition to tutoring, ENG 404 includes an appropriate academic component designed to foster reflection on teaching and tutoring writing and to prepare writing associates for further education or professional work in English or other writing-related fields.

ENG 404 is a variable-credit internship course for tutors in the Writing Associates Program and may repeated in subsequent terms.

Tutoring contact hours vary, depending on the level of enrollment.

One credit hour = 3 hours of tutoring per week
Two credit hours = 6 hours of tutoring per week

Course Credits
ENG 404 Writing Associates Internship counts toward the University requirement of 62 upper-division credit hours.

Prerequisites
Junior or Senior standing and successful completion of WR 312 Principles of Tutoring.

Corequisites
Concurrent enrollment in at least one credit hour of ENG 399 Writing Associates Development (CRN 36809). Paired ENG 399 and ENG 404 courses may be repeated in subsequent terms.

Course Grades
Your grade will be determined by your professional responsibility as a tutor and the reflection components of your internship. A passing grade (P) signifies satisfactory completion of all aspects of the internship by the end of the term. Unsatisfactory work on significant aspects of the internship will result in a grade of NP. Given the nature of this internship course, an incomplete grade (I) is rarely appropriate.

Remember
Contact Kate any time with questions or concerns.
Requirements  For either level of credit, the internship includes the following activities:

Tutoring
1  Scheduling and attending the number of tutoring hours for your level of credit.
2  Tutoring students in lower-division ENG, WR, and HC courses.
3  Completing tutoring notes for the professor and student in the Writing Associates scheduling program.

Reflection
4  Maintaining a Writing Associates Journal of tutoring appointments, which will include your reflections on what went well and/or what went not so well in each tutoring session. The purpose of this log is for you to record and assess your tutoring experiences and serve as the basis for some of our on-line work in ENG 399 Writing Associates Development. This content will not be shared with anyone outside of the Writing Associates cohort.
5  Submitting a Final Reflection on your experiences as a tutor.

Schedule & Attendance  Your tutoring hours will be divided between the two program sites as follows (division of hours subject to change according to program needs):

<table>
<thead>
<tr>
<th></th>
<th>One-credit internship</th>
<th>Two-credit internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Associates Tutorial</td>
<td>2 hours per week</td>
<td>3 hours per week</td>
</tr>
<tr>
<td>Writing 121 Tutorial</td>
<td>1 hour per week</td>
<td>3 hours per week</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td><strong>3 hours per week</strong></td>
<td><strong>6 hours per week</strong></td>
</tr>
</tbody>
</table>

Establish your schedule at least two weeks in advance using the Writing Associates and Writing 121 Tutorial websites: https://writingassociates.uoregon.edu and https://wr121tutor.uoregon.edu.

You will have at least 24-hours' notice that a student has scheduled an appointment.

Should you need to retract an appointment that HAS NOT been scheduled for tutoring, simply remove it from your calendar on the appropriate website and offer a replacement hour. The replacement must be offered at least 72 hours in advance.

Should you need to retract an appointment that HAS been scheduled, email the student to cancel, and cc: kmyers@uoregon.edu. Offer a replacement hour as directed.