

ENG 404 *Writing Associates Internship* (22752)

Winter 2018

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| Instructor | Dr. Kate Myers Director of Writing Associates | Office | 330 PLC |
| Office Hours | Mondays, Wednesdays, & Fridays 12:30 - 1:30 pm, & by appointment | Phone | 541.346.1533 |
| | | E-mail | kmyers@uoregon.edu |

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 be 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

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 27809). 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. You will be provided with additional contact information in our first class session.

Requirements

For either level of credit, the internship includes the following activities:

Tutoring

- 1 Scheduling and attending the number of tutoring hours appropriate for your level of credit.
- 2 Tutoring students in lower-division ENG and WR 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):

| | <i>One-credit internship</i> | <i>Two-credit internship</i> |
|--|------------------------------|------------------------------|
| <i>Writing Associates Tutorial Hours</i> | 2 hours per week | 3 hours per week |
| <i>Writing 121 Tutorial Hours</i> | 1 hour per week | 3 hours per week |
| Total Hours | 3 hours per week | 6 hours per week |

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.

Access The University of Oregon is working to create inclusive learning environments. Please notify me in week one if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You may also wish to contact You may also wish to contact the Accessible Education Center in 164 Oregon Hall at 541.346.1155 or uoaec@uoregon.edu.

Advocacy and Assistance If you need help finding resources related to violence, discrimination, harassment, physical or mental health concerns, or any other problem unrelated to academics, feel free to ask me. I am a mandatory reporter, but my role in most cases is to provide assistance. I am not obligated to report identifying information about students of concern without their consent.

Sexual and Gender-Based Violence “The U.S. Department of Education on Friday provided new interim guidance on Title IX, the federal law that prohibits sex- and gender-based discrimination in education, which includes sexual harassment and violence.

As was clearly stated in a recent reaffirmation of the University of Oregon’s strong commitment to Title IX, the new federal guidelines in no way erode our resolve to provide services to survivors, encourage those who experience sexual violence to seek help, and to be fair and equitable to all, including those accused.

We believe that the new guidance will have very little, if any, impact on our current policies and procedures related to Title IX.”

--President Schill 9/23

Students who are victims of sexual violence: if you wish to speak to someone confidentially, you can call 541.346.SAFE to be connected to a confidential counselor to discuss your options. You can also visit the SAFE website at <http://safe.uoregon.edu/>. Any student who has experienced sexual assault, relationship violence, stalking, and/or sexual harassment is encouraged to seek help by contacting Renae DeSautel, Sexual Violence Response and Support Services Coordinator, desautel@uoregon.edu. She will keep your information confidential.

DACA Resources "There is no ambiguity...about the importance of continuing DACA. My view of morality dictates that young people, many of whom were brought here as infants or toddlers, must be allowed to remain in the United States to learn, work, and make a life for themselves."

--President Schill 9/4

Justine Carpenter, director of Multicultural and Identity-Based Support Services, is the campus point-person in support of undocumented and DACA students. Carpenter and can be reached at 541-346-1123 or justcarp@uoregon.edu.

For additional information on the UO's support for DACA students, please visit the UO DREAMers Workgroup website. Should an immigration official ask for information about a UO student, employee, or visiting scholar, please immediately contact the Office of the General Counsel at 541-346-3082 or gcounsel@uoregon.edu.