ENG 404 WRITING ASSOCIATES INTERNSHIP

ONLINE  |  WINTER 2021  |  CRN 22080

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 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 22811). 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, HC, and AEIS courses.
3. Completing tutoring notes for the professor and student in the Writing Associates or Center for Teaching Writing (CTW) Writing Tutorial scheduling programs.

**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>
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</thead>
<tbody>
<tr>
<td><strong>Writing Associates Tutorial</strong></td>
<td>2 hours per week</td>
<td>3 hours per week</td>
</tr>
<tr>
<td><strong>CTW Writing Tutorial</strong></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>
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**Establish your schedule at least two weeks in advance** using the Writing Associates and CTW Writing 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.
Protocols for Online Tutoring

Microsoft Teams

All tutoring take place online via Microsoft Teams – not via email. Students will still reserve their appointments on our regular scheduling sites.

Scheduling Teams Tutoring Sessions

As soon as possible after one of your sessions has been reserved, go to Microsoft Teams to schedule the session meeting. This will email a meeting notice to the student and provide a link for them to login to Teams at their appointed time. There’s no need to add students to our Team. See the Teams directions for details.

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 the Accessible Education Center in 164 Oregon Hall at 541.346.1155 or uoaec@uoregon.edu.

Advocacy & 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 & Gender-Based Violence

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 http://safe.uoregon.edu/. Any student who has experienced sexual assault, relationship violence, stalking, and/or

In addition, the UO Ombudsperson, Brett Harris, ombuds@uoregon.edu or 541.346.6400, can provide assistance. You can also contact any pastor, priest, imam, or other member of the clergy. All of these people, including all UO faculty members, have an obligation not to reveal your name or other specific information without your permission, although faculty members do have to provide “general information” (nothing that identifies anyone) that will help us create a safer campus.

DACA

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 justcarp@uoregon.edu or 541-346-1123.

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.