

ENG 404 WRITING ASSOCIATES INTERNSHIP

TYKESON | FALL 2019 | CRN 12135

DR. KATE MYERS, INSTRUCTOR

KMYERS@UOREGON.EDU (PREFERRED)

301-J TYKESON | 541.346.1533

OFFICE HOURS | M & W | 11:00 AM – 12:30 PM
& BY APPOINTMENT

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

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, 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):

	<i>One-credit internship</i>	<i>Two-credit internship</i>
<i>Writing Associates Tutorial</i>	2 hours per week	3 hours per week
<i>Writing 121 Tutorial</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.

Protocols for Tykeson Thank you for respecting this professional space for the benefit of students.

Tykeson Room 351 and Open Area 350

All tutoring must take place in our designated areas in Tykeson – Room 351 and Open Area 350 – not elsewhere and not via email.

The Open Area 350 is dedicated to CTW — Writing Tutorial and Writing Associate — tutoring, and we share Room 351 with the math tutoring program.

It is important that we maximize our use of 351 when it is available to us—between 8 am and noon, every weekday. Tutors with morning sessions should prioritize using 351 and use Open Area 350 as a backup. All afternoon sessions will take place in our Open Area.

From time to time, students or other campus community members might want to work independently at the tables in our Open Area. This is fine, as long as they work quietly and the table is not needed for tutoring. It is your responsibility to gently ask people to relocate when a tutorial session needs to use an occupied table. While we want people, especially students, to use our tutorial areas, our work takes priority.

Resources and Supplies

The computer is available for tutors to check appointments and to file session reports. Computers for other uses are available in PLC 232 (graduate students) and the Knight Library (undergrads). The last person to hold a session each day must power down the computer.

You will be provided with a code to access the locked cabinet that is stocked with basic supplies (pens, paper, dry erase markers, etc.), textbooks, and reference resources. Keep the cabinet closed and locked when you aren't retrieving supplies. Remember that CTW and Writing Associates tutors share these materials, so please do not remove them from our area. Let Kate Myers know when we are low on supplies and need to restock.

You may store personal belongings in the locked cabinet during your tutoring sessions as space allows. It is best not to leave personal belongings or anything of value unattended.

Tykeson Citizenship

Remember that we share our tutorial spaces with Writing Associates and the 3rd floor with Math tutors as well as Composition and Math faculty. As a courtesy to others, please talk quietly and do not use devices that contribute unnecessary noise.

Email Kate any comments about working in the space—yours or your tutees'.

Please leave our space clean and tidy.

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 & 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 sexual harassment is encouraged to seek help by contacting the Renae DeSautel, Sexual Violence Response and Support Services Coordinator— desautel@uoregon.edu. They will keep your information confidential.

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.

"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."

--UO President Schill 9/23/2017

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.

"There is no ambiguity...about the importance of continuing DACA. My view of Resources 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."

--UO President Schill 9/4/2017

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.