

Hagerstown Community College
OFFICIAL COURSE SYLLABUS DOCUMENT

COURSE: ENG 269 Internship 3 credits

PROFESSOR: Ms. Amanda Miller

SEMESTER/YEAR:

Spring 2015

COURSE DESCRIPTION: Internships provide an excellent opportunity to gain career-related experiences and workplace competencies in a student's chosen career field as well as to obtain skills that are valued by employers when hiring new staff.

NO TEXTBOOK REQUIRED

STUDENT OUTCOMES

Students will

- evaluate the quality of creative pieces in various genres
- lead and advise a committee of peers
- advertise to the campus community
- edit a final manuscript
- compile a pre-press file and communicate with a printing company
- update the online component of the magazine

Grading: Since we are on a very tight schedule, interns will be expected to work independently without reminders, meet every deadline, and produce complete, high-quality work. Anything less will result in grade deductions.

| | |
|--|------------------|
| Advertising for submissions and reading committee members, and an art editor | 10 hours |
| Preparing the master file and reading committee file. | 30 hours |
| Communicating with the reading committee and art editor about deadlines and expectations. Communicating with contributors about acceptances, rejections, and revision requests | 40 hours |
| Compiling reading committee votes and comments. Making final decisions with the faculty advisor. | 20 hours |
| Pre-press work on the print file | 40 hours |
| Loading material onto the Hedge Apple website | 25 hours |
| Planning for Hedge Apple Reception | 15 hours |
| Total minimum time to spend on this class | 180 HOURS |

Timeline

- asap
 - Intern will send me flyers for approval
 - Intern will find an art editor
 - one flyer will advertise for submissions, deadline Jan 31st
 - Intern will coordinate the distribution of these flyers asap.
 - We will work together to find reading committee members

- By February 1st
 - Intern will put together the reading committee file and send it to Intern for approval.
 -
- February 1st
 - Reading committee will receive the reading committee file, with a rubric and a deadline to return the packet on February 15th. We will plan a meeting or two to discuss submissions.
 - Art editor will receive the art pieces.
- Week of February 18th
 - Intern and I will finalize all decisions.
- By March 15th
 - Intern will load the material onto the website.
- By March 30th
 - Intern will edit and finalize the file so it is ready to send to Reprographics. This will require a good bit of time and attention to detail.
- September
 - Intern will be expected to help with the magazine reception.