

ENGLISH 493 INDEPENDENT STUDY: PLANNING STATEMENT

The student and professor should use this sheet to state, as precisely as possible, what is to be accomplished in the course. At the bottom, both student and professor should sign the sheet and submit it to the Director of Undergraduate Studies in 311 McClung Tower within ten days after the term begins.

Name: Jessica Jones

Term: Spring 2014

Subject to be studied: Technical Communication

Credits to be earned: 3

STATEMENT OF PLANS [around 200 words]:

I am applying for a 3-credit-hour technical communication internship via English 493: Independent Study. This will be a spring 2014 internship working with Knoxville Utilities Board (KUB). My mentor on site will be Jana McNair, a Work Process team leader, and she will give me feedback on my ongoing performance.

During spring 2014, I will devote about 150 hours to the internship. I will work about 15 hours a week at KUB. My job tasks will include writing, editing, and designing work process documents for KUB. I will be trained in company procedures and processes. After learning the processes and procedures, I will create memos, quick reference guides, and user guides for employees. The documents I create at KUB will be used by fellow KUB workers.

This internship will significantly improve my skill set and increase my after-graduation marketability by giving me experience in writing, editing, and designing documents in an industry setting. Throughout the semester, I will email brief weekly reports to Dr. Hirst to let him know how the internship is coming along. At the end of the semester, I will submit to Dr. Hirst a portfolio containing:

- A 6–8 page internship report describing what I accomplished and learned during my internship, professional interactions I experienced, challenges I faced, and so on. It will also describe the role of technical communication professionals in the industry where I was embedded.
- Document samples that I have written/designed/edited.
- A 1-page evaluation of my work and performance during the semester, written by my on-site internship mentor.

STUDENT (signature):

PROFESSOR (signature):