EXAMPLE 1

English 493 Independent Study: Proposal/Planning Statement

Name: Jane Doe
Date: Fall 2019
Subject: Technical Communication through News Production
Credits to be Earned: 3

I have been offered a part-time internship with WBIR-TV (Channel 10 News), an NBC affiliate and Knoxville's top TV news station. The internship takes place over Fall 2019, with exactly 20 working hours per week. I will end the semester with roughly 250 hours. My onsite mentor will be Tonja Burk, Digital Director, and she will give both ongoing feedback and an end-of-semester evaluation.

My job tasks are primarily writing-related. I will be writing scripts for our anchors – to be read live on-air – and helping with other producer duties, including supervising broadcast production and communicating with reporters and sources.

I am thrilled to have this chance at a production writing internship. My tasks will help me learn a whole new type of technical communication – the distilling of information for broadcasts, which are limited by time and often must make detailed information accessible for a broad audience. I will learn how to do this in an industry setting, which is hugely important for the employability of young writers. Additionally, WBIR-TV is part of Tegna, a corporation owning many news stations. Being part of this network will directly increase my employability within the corporation.

Throughout the semester, I will email reports of my work each week. At the end of the semester, I will submit a portfolio containing:

1. A 6-8 page internship report describing my accomplishments, professional interactions, challenges, and the context of my role as a communicator within both the news industry and in the greater public.
2. Document samples that I have written/designed/edited, as well as samples of "final products" like videos of newscasts for which I have written scripts.
3. A 1-page evaluation of my work and performance during the semester, written by Ms. Burk.

Student signature:

Professor signature:

EXAMPLE 2

Name: Jane Doe

Term: Fall 2022

Subject to be Studied: Professional and Technical Communication

Credits to be Earned: 3

Statement of Plans:

I am applying for a 3 credit-hour internship via English 493: Independent Study. This will be a Fall 2022 internship working with the UT Division of Technology Services (DTS). My supervisor on site will be Mr. James Doe, CIO, who will guide me and give me feedback on my ongoing performance.
During the semester, I will devote about 10-12 hours per week to the internship, for a total of 150-180 hours. My job tasks will include participating in an ongoing DTS project creating end-user documentation, instructions, and other documents as needed for all sorts of operations for technology workers within DTS. This will include talking with SMEs and documenting their steps in a process for future workers and working alongside those developing and setting up the system to create instructions for end users (mostly business office staff across the different campuses and system center). I will use my own laptop for the work, and most documentation will be in Word or similar programs. DTS will provide any specific tools and training that might be needed.
I will also complete short weekly summaries of my work, keep representative samples of my work, write a final report, and compile these into a final portfolio. Specifically, I will do the following:

1. Email a weekly report summarizing what I'm learning and doing at the job and with any other information I may wish to communicate. (200-250 words each)

2. Keep copies of the documents I write/edit/design during the internship and will later select representative samples for inclusion in my portfolio. If I work with web pages, I will make a hard copy showing the stages of my work, or at least one "before" and "after" shot. If I work on proprietary documents and cannot make copies, I will explain this in my final report.

3. Keep copies of any memos or reports that I submit to my internship supervisor (my on-site mentor).

4. Write up a final internship report at the end of the semester describing the work I did during the internship and all other aspects of the internship experience. This will include my assessment of the internship's value to my education and projected professional life and any suggestions, concerns, etc., that I wish to include. (2,000 words/8 pages)

5. Combine the above materials—weekly email summaries, representative documents, memos to my supervisor (if applicable), and my final internship report—into a print or digital portfolio that includes a title page, short introduction, and table of contents.

6. Ask my supervisor to write me a letter at the end of the internship assessing my performance and have them send it to Dr. Smith within several days of the end of the internship.

This internship will help to further my own academic and career goals by providing practical experience in the technical writing field. The internship will provide opportunities to work on skills in interviewing information specialists and documenting their work for future specialists to review. Additionally, it will provide experience in translating very technical information to a more readable format for the public. All these roles will help to prepare for a career in technical writing and editing, providing background on a potential career path to ensure it is the right path to start. In doing this internship, it will provide a unique experience to apply and learn skills with opportunities that might not exist in the classroom. The position itself is new to DTS and will involve creating a strong foundation for future workers to contribute to with ease. The internship will provide a background in how certain systems and processes are built from the ground up -- not just a continuation of what is already there. Lastly and on a more practical matter, the course credit will go towards my English minor and help with degree completion.

STUDENT SIGNATURE:

PROFESSOR SIGNATURE:

DATE: