

ENGLISH 4341: Internship

Mondays & Wednesdays from 3:30pm-4:45pm
Classroom Hall 321

DR. LIZBETT TINOCO (SHE/HER)

- ➡ ltinoco@tamusa.edu: I'll respond within 24 hours M-F between 9am and 5pm
- ➡ Office hours: Thursdays from 11am-1pm in Classroom Hall 314D
- ➡ Online office hours by appointment. Email me to set up meeting via Zoom

WELCOME TO ENGLISH 4341!

COURSE DESCRIPTION:

Students in this course engage in a pre-approved semester-long internship or service learning project with a community partner. They also reflect on their experiences and engage in career planning. TSI Restriction(s): Reading, Math, and Writing

ADDITIONAL COURSE INFORMATION:

Through this experience, students will apply knowledge and skills developed in their English coursework to a professional setting, while addressing literacy and communication needs within the San Antonio community. This course emphasizes community engagement and service-learning within the broader context of English Studies, providing students with opportunities to connect academic learning to real-world impact.

Internship requirement: Students will need to complete 100 hours to fulfill the course requirements. This is about 6-8 hours per week during the Fall semester.

STUDENT LEARNING OUTCOMES:

By the end of this course, students will be able to: **apply** rhetorical, writing, and communication skills learned in English courses to real-world professional or community-based settings; **demonstrate** an understanding of how literacy and communication practices function in various workplace and community contexts; **engage** ethically and effectively with community partners, reflecting on the responsibilities and challenges of community-based work; **analyze** and reflect

on the role of English Studies in addressing social, cultural, and civic issues, particularly related to literacy; **develop** professional materials (e.g., reports, presentations, digital content) that respond to the needs of a specific audience or organization; **enhance** collaborative, problem-solving, and project management skills through sustained engagement with a community partner; and **critically reflect** on their internship or service-learning experience through writing and discussion, connecting theory to practice.

CONTACTING DR. TINOCO



E-MAIL: ltinoco@tamusa.edu. I typically respond within 24 hours and during the hours of 9am and 5pm, though it may take me longer over the weekends as I try not to do work-related things on Saturdays and Sundays. Please take this response time into account when reaching out—it's difficult for me to help if you contact me the night before something is due.



ZOOM: I am available to chat via Zoom by appointment throughout the week. To schedule a time to meet with me outside office hours, please email me.

WHAT TO EXPECT FROM THIS IN-PERSON/INTERNSHIP COURSE



IN-PERSON MEETINGS: This class will meet in person during the first two weeks of the semester from 3:30-4:45pm in Classroom Hall 321. During weeks 3-15, you will be completing your internship hours with your designated community organization. During finals week, we will meet in person for final presentations.



HOMEWORK: There is typically homework (internship hours; internship duties/assignments; weekly internship reflections) due every week. It's important to check our class Bb site frequently so that you don't miss assignment due dates.



WORK LOAD: You can expect to spend roughly 6-8 hours a week on this class (give or take).

It might take some time to adjust to your internship, so below are my tips for staying on track with this course:

- Set a consistent time each week to complete internship hours and tasks.
- Complete weekly reflections. These will be due each week on Sundays at 11:59pm.
- If you find yourself falling behind, reach out to me and your internship contact! I'm happy to work with you individually to get you caught up and strategize for how we can get you successfully across the finish line!



ANNOUNCEMENTS: I will be in contact with you via email and Blackboard with any announcements or reminders. Please check to make sure your preferred email is linked to your Jagwire account.

REQUIRED MATERIALS



Regular access to a computer, internet, your Blackboard account, and A&M-SA email.



Time. This course requires a significant commitment to spending time to complete your internship. Internship expectations and due dates will vary, so be flexible and take note of how long it takes you to complete tasks and plan accordingly.



A commitment to writing as a process. This means you'll be drafting, giving/receiving feedback, and revising based on your internship site expectations.



An open mind and willingness to collaborate with internship personnel.



Readings will be provided as PDFs through Blackboard or linked in the calendar.

COURSE POLICIES



ATTENDANCE: Attendance is a critical component of this internship course and is required for successful completion. Students are expected to adhere to the schedule agreed upon with their internship supervisors and attend all assigned workdays punctually. Regular attendance demonstrates professionalism and commitment. **If you must miss a day, please make sure you notify your internship supervisor and me.** Students are responsible for arranging make-up hours or assignments with their internship supervisor when applicable.



PARTICIPATION: Participation will be measured in a number of ways-completing your internship hours, collaborating with internship personnel, weekly labor journals, and meeting with me. You will have the opportunity to reflect on your engagement during the course of the semester through weekly labor journals which will help me understand what you've completed for your internship on a weekly basis.



LATE WORK: To ensure professionalism and accountability—qualities essential for workplace readiness—all students enrolled in the course are expected to submit work for internship in a timely manner. If you anticipate not being able to complete something on time, for the class or internship, please reach out and let me and your internship supervisor know as soon as possible.



COMMUNITY MEMBER: The most important rule: be a generous and kind colleague. This involves engaging with one another respectfully and collegially. This doesn't mean we have to always agree, but we should strive to interact with kindness and understanding. Please keep an open mind when engaging with your peers and community organization.



ACADEMIC INTEGRITY: The assumption is that your work is original and generated for ENG 4341 during the Fall semester of 2026. However, writing can often rely on collaboration with your peers. In some situations, it can often *feel* like you're plagiarizing when in fact, you're not. There are many types of plagiarism—some more obvious than others, but there are subtle forms you may not be aware of. A good rule of thumb to live by: if you're not sure you're violating these rules, talk to me about it *before* turning in the work in question. To familiarize yourself with the details of A&M-SA's Academic Dishonesty policy and examples of/penalties for instances of academic dishonesty, visit <https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/documents/student-handbook.pdf>



Generative Artificial Intelligence (GAI)/ChatGPT: I expect you to generate your own content/writing this semester. However, there are situations and contexts within our course where you may use generative artificial intelligence (GAI) tools to support your work as a writer. For example, GAI technologies such as ChatGPT can work well as a starting point for written assignments, assisting you with brainstorming, outlining, generating ideas, and collecting basic information about a topic/idea. Note that the emphasis here is on “support.” GAI programs have been shown to provide biased information, to circulate misinformation, and to generate writing that is, at best, “meh.” For these reasons, I discourage you from using GAI technology to generate content for you. If you have reason to use GAI to generate content with you, then I ask that you consult with me before doing so. You should acknowledge the GAI program you have used, and you should identify which portions of the text you submit were produced by GAI. Using GAI content without your professor’s permission and/or without proper attribution qualifies as plagiarism.



COLLEGE IS HARD: Balancing your classes, job, personal life, and everything else in-between is incredibly difficult, even under ideal circumstances.

An important part of being healthy and happy is prioritizing the activities that address your human needs, including taking breaks to rest, relax, and do the activities that bring you joy. Whether it’s taking a walk, drawing, playing a video game, or talking on the phone with a friend, schedule these things into your calendar. They are necessary parts of your success. And if you’re ever feeling overwhelmed by this class, please reach out to me.

PROJECTS & LABOR CONTRACT

Detailed project guidelines will be distributed to you as we encounter each assignment throughout the semester (and all project guidelines can always be found in Blackboard). Please note that this course uses labor-based grading contracts as the method of assessment. The details of the labor contracts and associated expectations will be discussed in class. Final grades will be determined based on the successful completion of the agreed-upon labor contract.

Project 1: Resume and Letter of Interest
Project 2: Internship (100 hrs) & Weekly Journals
Project 3: Internship Portfolio (internship contract, journals, materials produced during internship, updated resume, evaluation of internship, final reflection)

CAMPUS & COMMUNITY RESOURCES



FOOD:

General's Food Store:

<https://www.tamusa.edu/mays/students/generals-store.html>

Texas SNAP:

<https://yourtexasbenefits.hhsc.texas.gov/programs/snap>

SA Food Bank:

<https://safoodbank.org>

SA Food Pantries:

https://www.foodpantries.org/ci/tx-san_antonio



HOUSING & SLEEP SPACES:

SA Fair Housing:

<https://www.sanantonio.gov/nhsd/programs/fairhousing>

SA Shelters:

<https://www.homelessshelterdirectory.org/cgi-bin/id/city.cgi?city=san%20antonio&state=TX>



MENTAL HEALTH & SAFETY:

Student Counseling Center:

<https://www.tamusa.edu/student-resources/support/student-counseling-center/index.html>

Safety Walk Escort Program:

Call (210) 784-1900

SA Metro Health:

<https://www.sanantonio.gov/HEALTH>

ABOUT DR. TINOCO: WHAT YOU CAN EXPECT FROM ME



I am about to start my 9th year at A&M-SA. I was born and raised in California. I love watching sports, especially college football and basketball. I also enjoy spending time with my dog, Belle. I have a PhD in Rhetoric & Composition from the University of Texas at El Paso. My dissertation (the final book-length writing project you do as a PhD student) was on writing program administration at community colleges. Currently, I'm working on an edited collection on feedback and linguistic justice. Here at A&M-SA, I teach courses in rhetoric and writing studies, and I'm the Director of First-Year Composition.

Please know I will be a fierce advocate for your success here at A&M-SA. You can always feel welcomed to come to me with questions or for academic/professional advice—if I don't know the answer, I can figure out where to find it!

Reading and Assignment Schedule

Week	Class work	Assignments due
Week 1 August 24-August 30 Introduction to Course	Monday: - Introduction to Course Wednesday: - Meet Community Partners	- Grading Contract - Start Drafting Resume & Letter of Interest
Week 2 August 31-September 6 Meeting Community Partners & Resume	Monday: - Read Resume Handbook (link might require you to sign in using your TAMUSA credentials) - Read "Cover Letter Essentials" - Resume and Letter of Interest Discussion Wednesday: - Resume and Letter of Interest peer revision	- Draft of Resume & Letter of Interest due on Wednesday for peer revision - Final draft of Resume & Letter of Interest due on Sunday - Weekly labor journal due on Sunday
Week 3 September 7-September 13 Internship	Monday: - Holiday--no classes Wednesday: - Start Internship--Meet with Internship coordinator and set up schedule	Weekly labor journal due on Sunday
Week 4 September 14-September 20	Monday: - Internship Wednesday: - Internship	- Complete internship hours - Weekly labor journal due on Sunday

Internship		
Week 5 September 21-September 27 Internship	Monday: - Email Dr. Tinoco to schedule a check-in meeting - Internship Wednesday: - Internship	- Complete internship hours - Check in with Dr. Tinoco - Weekly labor journal due on Sunday
Week 6 September 28-October 4 Internship	Monday: - Internship Wednesday: - Internship	- Complete internship hours - Weekly labor journal due on Sunday
Week 7 October 5-October 11 Internship	Monday: - Internship Wednesday: - Internship	- Complete internship hours - Weekly labor journal due on Sunday
Week 8 October 12-October 18 Internship	Monday: - Internship Wednesday: - Internship	- Complete internship hours - Weekly labor journal due on Sunday
Week 9 October 19-October 25 Internship	Monday: - Email Dr. Tinoco to schedule a check-in meeting - Internship Wednesday: - Internship	- Complete internship hours - Check in with Dr. Tinoco - Weekly labor journal due on Sunday
Week 10 October 26-November 1 Internship	Monday: - Internship Wednesday: - Internship	- Complete internship hours - Weekly labor journal due on Sunday

Week 11 November 2-November 8 Internship	Monday: • Internship Wednesday: • Internship	• Complete internship hours • Weekly labor journal due on Sunday
Week 12 November 9-November 15 Internship	Monday: • Internship Wednesday: • Internship	• Complete internship hours • Weekly labor journal due on Sunday
Week 13 November 16-November 22 Internship	Monday: • Internship Wednesday: • Internship	• Complete internship hours • Weekly labor journal due on Sunday
Week 14 November 23-November 29 Internship	Monday: • Internship Wednesday: • Internship	• Complete internship hours • Weekly labor journal due on Sunday
Week 15 November 30-December 6 Internship	Monday: • Internship Wednesday: • Internship	• Complete internship hours • Weekly labor journal due on Sunday
Week 16 December 7-December 11 Finals Week	Wednesday: Final Presentations	• Complete internship hours • Final Portfolio due

*subject to change--I will notify you of any changes