



Professional Writing Internship Program

Katie Rodger, Internship Coordinator, uwpadvisor@ucdavis.edu

Rebekka Andersen, Professional Writing Associate Director, uwpadvisor@ucdavis.edu

What is the Professional Writing Internship Program?

Students completing a minor in Professional Writing at UC Davis are required to complete four units of UWP 192: Internship in Writing. To earn four units of internship credit, students must complete a total of 120 hours of writing and writing-related work, which can be completed in one academic quarter through one or two internships or across multiple quarters through a continuing internship or multiple internships. One academic quarter is 10 weeks.

The Internship in Writing is intended to position students as professional writers and editors in organizational settings, providing them an opportunity to achieve several learning objectives:

- Receive valuable mentoring from a site supervisor; with help from a site supervisor, improve knowledge of how to write/edit for specific purposes, contexts, and audiences.
- Develop ability to juggle multiple projects and manage time to meet tight deadlines.
- Produce print or online texts (e.g., proposals, web content, feature articles, video tutorials) that will be used by real organizations.
- Develop valuable professional relationships.
- Develop a professional writing portfolio to help when applying for jobs, other internships, or even to graduate programs.

To receive academic credit for their internship, students must enroll in UWP 192 and complete all UWP 192 requirements. These requirements include completing 1) a Midterm Update that describes internship progress, 2) a Log of Hours that documents hours spent on writing-related tasks, and 3) an Internship Portfolio. Assignment information and submission instructions are posted to a UWP 192 Canvas course site, which all students enrolled in UWP 192 have access to. The Professional Writing Internship Coordinator is the instructor of record for UWP 192.

Students working on campus in positions that require them to do a lot of writing and/or editing may request UWP 192 internship credit.

What Qualifies as an Internship in Writing?

Organizations offering an internship in writing should assign interns a variety of writing-focused projects, which interns may complete individually or collaboratively. Writing-focused projects ask interns to produce (and/or edit) text and multi-modal genres, such as reports, manuals, proposals, whitepapers, handbooks, marketing materials, feature articles, online help, web content, social media content, podcasts, and videos.

Because this is a writing internship, interns may log only time spent on writing-related tasks, which are broadly defined. Example tasks include, but are not limited to, the following:

- Research (primary and secondary) that informs a writing project
- Writing (e.g., planning, drafting, revising)
- Comprehensive editing, copyediting, style guide creation, template design
- Information design (e.g., document design, interface design, data visualization)
- Production of podcasts, videos, or other media projects that require substantial writing, design, and editing work

What are the Expectations of Site Supervisors?

All students completing an Internship in Writing must have a site supervisor who serves as their primary point of contact at the internship site and who offers guidance and mentoring throughout the internship.

Site supervisors are expected to do the following:

- Before the internship, make a clear agreement with the intern about the terms of the internship. It is helpful to document dates, number of units enrolled (1, 2, 3, or 4) and total hours anticipated, writing projects assigned, and helpful resources, including people. A suggestion is to email a summary of the agreement to the student and to cc: uwpadvisor@ucdavis.edu.
- During the internship, assign the intern increasingly challenging writing and/or editing tasks appropriate to their level of expertise. Assist the intern in planning and setting deadlines. Offer the intern timely, constructive feedback. The amount of feedback varies by project, but we ask that you provide the intern with substantial feedback at least twice during the course of the internship (internships generally last 10 weeks, as grades for UWP 192 must be submitted at the end of the quarter).
- Review the intern's Log of Hours at least two or three times during the internship. Doing so gives you a sense of how they are spending their time and provides you an opportunity to discuss the intern's progress, support needed, and overall experience.
- Sign off on the intern's Log of Hours before the academic quarter ends (the Internship Coordinator will email you instructions and a deadline).

Complete an intern evaluation before the academic quarter ends (the Internship Coordinator will email you instructions and a deadline). The Internship Coordinator will review the evaluation before assigning the intern a grade of Pass or No Pass for the writing internship.

Interns can enroll in 1, 2, 3, or 4 units of UWP 192. Here is a breakdown of the total expected hours of writing-related work that the intern should complete during the academic quarter (10 weeks):

4 units = 120 hours | 3 units = 90 hours | 2 units = 60 hours | 1 unit = 30 hours

Establishing an Internship

If you are interested in establishing a writing internship that students can complete for academic credit, please contact the UWP Internship Coordinator, Dr. Katie Rodger. Please also complete our [Request Form for a Professional Writing Intern](#).