

# Ohio Wesleyan University

## Department of English

### Guidelines for Apprenticeships in Non-Fiction Writing

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#### **I. General Specifications**

An apprenticeship with a company or organization shall be established with the joint approval of a representative of the company and the English Department.

Apprenticeships shall exist within these boundaries:

- The functions of apprentices shall be well defined, with clear instructional value enabling them to employ insights/skills they are in process of developing, or to develop new ones. Their duties shall not consist primarily of clerical, housekeeping, or “go-for” activities.
- There shall be a designated supervisor in the organization responsible for guidance, instruction, and evaluation of the apprentice.
- There shall be a designated English Department supervisor responsible for following the apprentice’s progress and evaluating both the project and the student’s performance.

Apprenticeships shall normally last fifteen weeks with one or two units of credit, or for the entire academic year with one unit of credit each semester. Students in residence elsewhere may acquire as many as three units for a 15 week semester.

Credits earned will count as graduation units but not for the English Major.

The grade for the apprenticeship shall be given by the English Department supervisor in consultation with the organization’s supervisor.

#### **II. Eligibility for an Apprenticeship**

Normally apprenticeships shall be limited to students in their junior or senior year.

The typical student shall have a 3.0 major average with 5 units completed in the major. Normally two of the following courses shall be completed with a grade of a B or better: ENG 260, 265, 310, 312, 314, 316, 318, 319, 480, or 482.

#### **III. Statement of Preliminary Negotiation**

Statement of preliminary negotiation between the apprentice and the representative in the organization (copy attached) must explain the following items.

<b>Where</b>	Organization, address, organization supervisor, department in the organization, phone number
<b>What</b>	Major thrust of the project
<b>Why</b>	Justification: advantages to the apprentice/intern and advantages to the organization
<b>How</b>	Methodology and responsibilities of the apprentice and the organization
<b>When</b>	Specific times, days of the week, number of hours, length of apprenticeship, final completion date at the organization, final completion date of the project. (i.e., reports, papers, journals, etc.)
<b>Credit</b>	Number of credits to be earned: grade option (see OWU catalog)

This statement must be acceptable to the apprentice, the organization supervisor and the project director on campus, with each signing the statement as an informal contract.

This statement is normally completed and filed with the department and the project director *before* the student begins the apprenticeship.

#### **IV. Progress Reports**

During the apprenticeship the student should submit to the campus project director at least two progress reports. In addition the student should keep a journal.

#### **V. Final Report**

Upon completion of the apprenticeship and by the end of the third week of the term following the apprenticeship, the student must submit a Final Report to the project director. The Final Report is to assess these items as a minimum:

1. The goals of the apprenticeship
2. The work accomplished, with explanations of knowledge, skills, and attitudes acquired
3. Problems experienced and suggestions for future apprentices
4. Overall evaluation of the apprenticeship experience
5. A letter of evaluation from the organization representative (if the person prefers, this letter may be sent directly to the campus project director)
6. Any journals, notebooks, and items produced during apprenticeship

Credit will be granted by the department only if all the requirements have been met.

Ohio Wesleyan University  
Department of English  
Preliminary Negotiation of Apprenticeship

**Contract between**

**(Student)** \_\_\_\_\_ **and** **(Organization)** \_\_\_\_\_

**Student Campus Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Organization Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**Project Supervisor** \_\_\_\_\_ **Department** \_\_\_\_\_

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**Nature of Project:**

**Advantages to the Apprentice:**

**Advantages to the Organization:**

**Instructional Dimensions and Value:**

**Methodology**

(Here outline the responsibilities of the apprentice and the organization in some detail.)

**Calendar of Project**

**Duration:** 15 weeks \_\_\_\_\_ 30 weeks \_\_\_\_\_

**Time Commitment:** (Specify days and times, number of hours per day or week, starting and completion date at the organization.)

**Due Dates of Reports, Journals, and Papers:**

**Credit Sought:** \_\_\_\_\_ units.      **Semester:** \_\_\_\_\_      **Year:** \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
**Apprentice**      **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Organization Supervisor**      **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Faculty Director**      **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Department Chair**      **Date:** \_\_\_\_\_

# Apprenticeship Evaluation

**Organization** \_\_\_\_\_

**Student** \_\_\_\_\_

**Organization Supervisor** \_\_\_\_\_

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**Evaluation of Project:** (How satisfactory were the structure and procedures designed for the apprenticeship? How adequately were they carried out?)

**Evaluation of Student in the Apprenticeship:** (Quantity and Quality of Performance)

**Over-All Evaluation:**

{	}	Excellent
{	}	Good
{	}	Satisfactory
{	}	Poor

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_