

## SIGNING UP FOR WRT 490 INDEPENDENT STUDY/PRACTICUM/INTERNSHIP IN PROFESSIONAL WRITING

1. Obtain agreement of a professor who will supervise the practicum/internship.
2. Draw up or receive a “syllabus” for the course. If your professor does not have a prepared syllabus, you will need to work that out with him/her. This may involve your making a list of internship duties, for example, and agreeing to keep a detailed journal, write a paper, or other. In the case of an extended writing project, you will probably prepare a proposal outlining the project with some writing sample. In any case, there should be at least a one-page description that specifies in some detail what will be the products, outcomes and means of evaluation of this independent study/practicum/internship course.
3. Ask your professor to sign this syllabus.
4. Take that syllabus to the Department chair who will give you a form entitled "School of and Sciences Student Independent Study." The Chair will fill out this form with the information that it is WRT 490, 3 S.H. The Course Topic is Internship/Practicum in Writing. The Chair will sign the form.
5. Take the form plus the syllabus to the office of Dean Vaden-Goad, Dean of Arts and Sciences, in Warner Hall. Give the form to the Administrative Assistant, Lisa Taylor. The form requires the Dean’s signature.
6. Finally, take the form with the two signatures to the registrar and register for the course. You should not register for this course on-line because you will need the signatures on the Independent Study Form for the course to be accepted for credit.