

# Companion Internship Class

The weekly 2-hour companion class to the internship experience provides on-going professional and writing support. Here's a brief look at what we cover each week and what the companion class offers:

## **REGULAR CHECK-INS / ON-GOING PROCESSING**

Each week students submit a journal entry that reports their running tally of hours worked and that responds to the following section prompts:

- Assignments/Responsibilities and Task Progress
- Reactions
- Successes/Professional Growth
- Challenges/Concerns
- Problem Solving, Reframing and Reflection on Challenges/Concerns
- Class Correlation or Writing Examples

## **COACHING**

The journals often form the basis of most classroom discussion each week, when we

- Discuss challenges and anxieties
- Explore where individual initiative could address those challenges
- Discuss how interns can take charge and ensure they gain the experience they want from the internship
- Identify potential new projects the intern can suggest if workflow ebbs
- Practice difficult conversations with colleagues / managers

## **ONGOING WRITING/PROFESSIONALISM INSTRUCTION**

We have units on

- Practicing different styles of professional writing
  - Just a few: nonprofit mission statements, press releases, "advertorials", emails to interviewees and interview questions, social media copy, profile/feature articles
  - We tailor these based on the internship placements the students have that semester.
- Improving concision and varying style of sentences
- Editing and proofreading skills
- How to navigate power dynamics in different organizations / how to "manage up"
- Developing interviewing skills and discussing how central interpersonal connections are in the workplace—for all jobs, even seemingly solitary writing jobs
- Developing networking skills and online professional presence

Please contact Dr. Yanar Hashlamon, Program Coordinator, at [hashlamon.1@osu.edu](mailto:hashlamon.1@osu.edu) if you have any questions or would like to discuss how to set up a partnership.