

Identification	Subject (code, title, credits)	EDU 606 Internship (Phylology) 3KU/6ECTS	
	Department	English Language and Literature Department	
	Program	Undergraduate program	
	Term	Spring, 2024	
	Instructor	Sayyara Guliyeva	
	E-mail:	sayyarakuliyeva@yahoo.com	
	Classroom/hours	4 weeks	
	Office hours	As scheduled	
Prerequisites	None		
Language	English		
Compulsory/Elective	Compulsory		
Required textbooks and course materials	Renni Browne Dave King. “Self editing for fiction writers” University of Chicago Press,2008 William Strunk. “The elements of Style” Classic Edition 2017 Peter Ginna “What editors do” University of Chicago Press,2006		
Course outline	The course is designed to provide the students with efficient translating skills and prepare them to translate effectively in a real working environment.		
Course objectives	<ul style="list-style-type: none">• Reflection and its role in effective editing and professional development• Understanding editing techniques• Observing editing processes• Building confidence while editing different materials		
Learning outcomes	Students will be able to connect editing techniques and theories with practice, observe live editing process		
Evaluation	Methods	Percentage (%)	
	Progress report	30	
	Final report	30	
	Observer’s evaluation	10	
	Attendance	10	
	Translated materials	20	

	Total	100
Policy / Assessment	<p>Course policies</p> <ul style="list-style-type: none"> • Students are expected to attend the organization that they are appointed, of their courses unless they are sick or have permission of their School Dean. In general, to be eligible for taking exams students should not miss more than 25%. • Edited materials data cannot be accepted late. • Assignments or deadlines that are missed for travel, illness, or unexpected obligations may be made up by advance arrangement with the supervisor. <p>Assessment</p> <p>Attendance This internship cannot be successful without your regular participation. You are expected and highly encouraged to be involved in the affairs of the organization that you are appointed, take active part daily and implement the deals .Following these rules, you can get 5 points max. for activity and 10 points max. for participation</p> <p>Observer's evaluation The observer evaluate you the the work during the internship .You must provided all the translated materials given by the supervisor, the progress and final report. For presentation you can get 10 points (max.).</p> <p>Edited materials are given by the organization that you are appointed and by the supervisor at the university . The materials will be checked both by the supervisors at the university and organization at the end of the term. For edited materials you can get 20 points (max.)</p> <p>The Progress report is to be given to the supervisor in the middle of the internship to report on their work during these weeks. The maximum points for the report is 30</p> <p>The Final report is to be given to the supervisor at the end of the internship to report on their work during the internship. You should describe all the points of the duties and present the work implemented during the internship. For the final report you can get 30 points (max.).</p>	

Tentative Schedule

Week	Date (tentative)	Topics	Textbook/Assignments/Reading
1	Week 1	Reviewing materials for the newspaper website and deciding which materials will attract the most readers.	Materials provided by the organization attended
2	Week 1	Editing historical and statistical information in the text using reference sources	Materials provided by the organization attended
3	Week 1	Editing the compatibility of the text with the image to be included in the digital media	Materials provided by the organization attended

4	Week 1	Reformulating the text to make it easier for readers to understand, while remaining true to the author's style	Materials provided by the organization attended
5	Week 2	Edit advertisements-official-business documents	Materials provided by the organization attended
6	Week 2	Evaluating authors' content to decide which texts to edit for publication.	Materials provided by the organization attended
7	Week 2	Editing of acts	Materials provided by the organization attended
8	Week 2	Getting acquainted with official business letters and dealing with their editing.	Materials provided by the organization attended
9	Week 3	Review and edit digital media content, book and article drafts, provide comments and suggest titles to improve text	Materials provided by the organization attended
10	Week 3	Editing of department and organization names	Materials provided by the organization attended

11	Week 3	Editing of diplomatic documents	Materials provided by the organization attended
12	Week 3	Editing of terms used in political-social texts.	Materials provided by the organization attended
13	Week 4	Editing of business letters	Materials provided by the organization attended
14	Week 4	Editing executive documents	Materials provided by the organization attended
15	Week 4	Editing of political information	Materials provided by the organization attended