



Internship Position Descriptions

Spring 2021

<https://www.wku.edu/english/internships/index2.php>

For Spring 2021, the English Department is pleased to offer the following internships. Please read this page carefully to learn about our program and to prepare your application successfully.

Placements available:

1. Advising and Career Development Center Content Writer and Editor
2. Department of English Story and Profile Writer
3. ENG 299 Teaching Assistant (with Dr. Jane Fife)
4. ENG 299 Teaching Assistant (with Dr. Gillian Knoll)
5. Premier Properties of Southcentral Kentucky Social Media and Marketing
6. Simpson County Literacy Center Adult Education Non-Profit Assistant
7. Department of Theatre and Dance Communications

Deadline: Tues., Nov. 17, at noon.

Process: to be considered for an internship next semester, follow these steps:

1. review the available placements in this file
2. complete the application form posted on the internship page (URL above) *
3. return the application form as a Word file (.doc or .docx format) attached to an email to Dr. Angela Jones (angela.jones@wku.edu), before **noon on Tues., Nov. 17.**

* Note that you can apply for multiple positions on the same form. Hint: if Spring 2021 is the specific semester that you have set aside to intern, applying for two or three appealing options will increase your chances of being placed during this semester.

Self-generated internships: if you have solicited your own potential internship placement, complete both the first and second pages of the application form and submit it to Dr. Jones. She will review your application with Dr. Langdon, Interim Department Head, and let you know if the placement meets the program's requirements.

Course information and enrollment: all English Department interns must enroll in ENG 369 or ENG 389, the internship courses for students' first internships and second internships, respectively. The courses are delivered primarily through Blackboard with four face-to-face meetings, scheduled at mutually convenient times. Each course carries three credit hours.

To review a syllabus for ENG 369, see TopNet for the current semester. Although Dr. Jones revises the syllabus each semester, the current one provides an overview of the general requirements that must be completed for ENG 369 and ENG 389, in addition to the program's placement requirements for the internship itself.

After students are accepted into internship placements, Dr. Jones works with Ms. Nessler to arrange for their enrollment in the appropriate internship course.



Internship Position Announcement

Content Writer and Editor

Advising and Career Development Center

Contact (for information about the internship position):

Ms. Anna Meany, anna.meany@wku.edu

Contact (for information about the internship program):

Dr. Angela Jones, angela.jones@wku.edu

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>.

Duration: potential interns for this placement must be available during times that the ENG 299 class meets because attending class is a requirement for this internship. Interns devote 8–12 hours per week to their internship (including the time they meet in class with their section of ENG 299).

Responsibilities:

We're looking for a motivated writer to create blog posts on our website. You'll be writing articles related to career exploration, career education, and career experience. Some content will be required, but you will mostly be encouraged to bring original ideas to this position.

- Write, edit, and proofread quality content for department website related to our departmental goals.
- Write a minimum of one blog post/week of varying lengths.
- Collaborate with Career Staff to brainstorm ideas for content and marketing.
- Contribute to development and production of marketing campaigns, including email marketing, social media accounts, and DSU TV.
- Coordinate with graphic designer produce relevant artwork for articles and site.
- Create and manage content production calendar.

Internship Position Announcement **ENG 299 Teaching Assistant**

Contact (for information about the internship position):

Dr. Jane Fife, jane.fife@wku.edu

- ENG 299-1: MW 10:20–11:15 a.m.
(hybrid course with in-person meetings at this time)

Dr. Gillian Knoll, gillian.knoll@wku.edu

- ENG 299-2: W 11:30 a.m.–12:25 p.m.
(online course with Zoom meetings at this time)

Contact (for information about the internship program):

Dr. Angela Jones, angela.jones@wku.edu

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>.

Duration: potential interns for this placement must be available during times that the ENG 299 class meets because attending class is a requirement for this internship. Interns devote 8–12 hours per week to their internship (including the time they meet in class with their section of ENG 299).

Responsibilities:

This intern assists the professor teaching ENG 299 in several ways. The list below includes several activities that previous interns have completed; however, individual internship experiences are negotiated each semester between the specific professor(s) teaching ENG 299 and the intern. Enrolling in ENG 369, however, is required.

- Schedule, contact, and prepare for guest speakers.
- Select literary readings, access/retrieve those readings, and lead discussions on them.
- Help with in-class activities.
- Create materials to introduce and reinforce MLA citation style.
- Write and explain brief sample/model papers.
- Model exercises and assignments.
- Plan and conduct own class meetings.
- Organize and conduct drafting, revising, and peer-reviewing workshops.
- Prepare and deliver a series of teaching presentations on topics such as walking through mock assignments to copyediting errors that appear in student work.
- Hold supplemental office hours to allow ENG 299 students to obtain out-of-class assistance from a peer.
- Maintain a blog about issues related to English studies.
- Enroll in the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for it, earning 3 hours of internship credit.



Internship Position Announcement

Department of English: Story & Profile Writer

<http://www.wku.edu/english>

Contact (for information about the internship position itself):

Mary Johnson, mary.johnson@wku.edu

Contact (for information about the internship program):

Dr. Angela Jones, angela.jones@wku.edu

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>.

Duration: Must be available throughout the semester and will work 8–12 hours per week attending departmental events and meetings and writing both short articles and long-form pieces about the department's faculty, alumni, and student activities.

Qualifications: Must be a skilled writer and proficient in Microsoft Office programs.

Although not required at the application stage, applicants will be required to submit three writing samples to demonstrate their writing skills at the screening stage. Writing samples could include academic papers, blogs, articles, or short stories.

Primary Responsibilities: Attend various departmental events and meetings; identify, photograph, and draft short articles (as well as long-form pieces) that promote and highlight events and activities within the Department of English; collaborate with faculty to identify story and photo opportunities; draft alumni, student, and faculty profiles. This internship is particularly well-suited for students who have experience with interviewing and journalistic writing.

The list below includes possible activities; individual internship experiences are negotiated each semester with the current intern. Enrolling in ENG 369, however, is required.

- General Story Content: Create and edit content for the English Department newsletter, website, and social media.
- Profile Content:
 - Develop a series of standard questions to ask each category of subject (alumni, faculty, staff, and current students).
 - Learn to ask follow-up questions based on responses to standard questions.
 - Develop a process for gathering materials about profile subjects.
 - Draft, revise, edit, and format profiles.
 - Format and store profiles so they can be shared in a variety of venues with a variety of audiences.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit.



Internship Position Announcement
**Premier Properties of South
Central Kentucky:
Social Media, Marketing,
and Office Management**
<https://www.premierpropertiesky.com/>

Contact (for information about the internship position itself):

Ms. Tomitha Blair, tomitha@gmail.com

Contact (for information about the internship program):

Dr. Angela Jones, angela.jones@wku.edu

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php> .

Duration: Intern(s) must be available throughout the semester and will work 8–12 hours per week (including some evening and weekends) to manage the company's social media accounts and web presence, assist in marketing initiatives, produce videos profiling properties for sale, and work in the office. The intern will be in the office half the time and work remotely half the time.

Responsibilities:

Intern(s) collaborate with Tomitha Blair, a realtor, in several ways. The list below includes several possible activities; individual internship experiences are negotiated each semester between Ms. Blair and the current intern. Enrolling in ENG 369, however, is required.

- Maintain existing social media accounts (e.g., Facebook, Instagram, & LinkedIn)
- Produce and edit videos that showcase current listings
- Increase social media reach and/or presence.
- Integrate company's social media, website, and print materials.
- Assist with marketing initiatives
- Assist in office management
- Enroll in the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for it, earning 3 hours of internship credit.



Internship Position Announcement Adult Education Non-Profit Assistant readtobefree.org

Contact (for information about the internship position itself):

Kathryn King, 231 South College Street Franklin KY 42134, kathryn@scliteracycenter.org

Contact (for information about the internship program):

Dr. Angela Jones, CH 115, angela.jones@wku.edu

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php> .

Duration: Intern must be available throughout the semester and will work 8–12 hours per week.

Responsibilities:

The Simpson County Literacy Center is a 501(c)(3) nonprofit that seeks to provide educational opportunities to adults who want to complete their high school diploma, learn to read, learn English, or learn to use a computer or smart device. The internship will include the opportunity to help the English Language and Adult Education Instructors with planning and leading lessons. The internship will also include an opportunity to work with our Director and Center Coordinator in the administration of our center.

The list below includes several possible activities. The Center will aid the participant in selecting the appropriate combination of activities, depending on the Center's needs:

- Develop and lead lessons for adults seeking their high school diploma
- Develop and lead lessons for adults learning English as a second language
- Develop and lead lessons for adults seeking to improve their reading
- Develop and lead lessons for adults learning how to use a computer or smart device.
- Develop programs or projects that engage our student's learning with the wider community
- Aid in volunteer coordination
- Aid our director in nonprofit administration
- Assist in marketing events, classes, and our mission
- Assist with contact management
- Develop and work on projects that encourage community building
- Assist with donor relations

The successful applicant will also enroll in ENG 369 or ENG 389, the internship courses, and complete all requirements for the course, earning 3 hours of internship credit.



Internship Position Announcement

WKU Department of Theatre & Dance Communications Internship

<http://www.wku.edu/theatre-and-dance/index.php>

Contact (for information about the internship position):

Ms. Rachel Cato, rachel.cato@wku.edu, (270) 745-5845

Contact (for information about the internship program):

Dr. Angela Jones, angela.jones@wku.edu

For additional information about the internship program, see the Internship section of the English department's website: <http://www.wku.edu/english/internships/index2.php>.

Duration: applicants for this placement must be available throughout the semester and will work 8–12 hours per week during a semester to assist in communication duties and complete related tasks.

Responsibilities:

This intern collaborates with Ms. Rachel Cato, the department's Office Associate, in several ways. This list below includes several *possible* activities; however, individual internship experiences will be negotiated among Ms. Cato and the current intern.

- Maintain existing social media accounts and increase activity (i.e., Facebook, Twitter, and Instagram)
- Integrate the department's social media, website, and print materials to create a cohesive departmental identity
- Track the department's social media accounts using analytics
- Maintain departmental website using OUCampus (training will be provided)
 - Edit and post photos and text
 - Manage/update individual pages
 - Develop or expand Alumni Profile page (refer to next bullet point for more information)
- Compile and post departmental alumni profiles for the website (refer to <http://www.wku.edu/english/alumni/profiles.php> for examples created by Dr. Jones' spring 2015 Editing and Publishing course and subsequent interns)
- Assist with marketing initiatives for the department:
 - Recruiting brochures and materials
 - Alumni connections
 - Communication with patrons, donors, and audiences
- Complete general office tasks as needed
- Enroll in the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for it, earning 3 hours of internship credit.