



Internship Position Descriptions

Fall 2024

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

For Fall 2024, the English Department is pleased to offer the following internship opportunities. Please read this page carefully to learn about our program and to prepare your application.

Placements available:

1. Center for Innovative Teaching and Learning Print & Digital Content Writer & Editor
2. Department of English Story and Profile Writer
3. ENG 299 Teaching Assistant
4. FILM 201 Teaching Assistant (section 3)
5. FILM 201 Teaching Assistant (section 4)
6. Kentucky Kids on the Block Puppet Programs Script Writer & Updater
7. Premier Properties of Southcentral Kentucky Social Media and Marketing
8. Refuge Bowling Green Publications and Grant Writer
9. Simpson County Literacy Non-Profit Assistant

Deadline: Mon., April 1, at 6 p.m.

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 **6 p.m. on Mon., April 1.**

* Complete a single application form to indicate interest in multiple positions.

Hint: If Fall 2024 is the semester that you have set aside to complete an internship, apply for two or three appealing options to increase your chances of securing a placement.

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 via email. She will review your application with Dr. Langdon, Department Chair, and follow up with you.

Course information: after being accepted into the program, all English Department interns will be enrolled in ENG 369 or ENG 389. These internship courses support students' first internships and second internships, respectively, and are delivered primarily through Blackboard with four face-to-face meetings, scheduled at mutually convenient times. Each course is three credit hours.

To review a syllabus for ENG 369 or ENG 389, see TopNet for the current semester. The current syllabus provides an overview of the requirements that must be completed for the courses and indicates the program's hour requirements for the internship placement itself.

Course enrollment: because only accepted interns may enroll in one of the internship courses, those courses are listed as restricted. After supervisors select their interns, Dr. Jones arranges students' enrollment in the appropriate courses.



Internship Position Announcement Center for Innovative Teaching and Learning Print & Digital Content Writer & Editor

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

Contact (for information about the internship position itself):

Dr. Micah Logan | micah.logan@wku.edu

Contact (for information about the internship program):

Dr. Angela Jones | CH 110c | 270-745-5771 | 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 contribute 8–12 hours per week to assist in communication duties and complete related tasks. At least half of the hours will be on-site at the CITL office in the Honors College and International Center.

Responsibilities:

This intern collaborates with CITL staff members in several ways. The list below includes several *possible* activities; however, individual internship experiences are negotiated each semester between the supervisors and the current intern. Enrolling in ENG 369, however, is required.

- Contribute to CITL projects and communications for student success and faculty development initiatives at WKU.
- Write and edit CITL publications such as teaching-related white papers (informational documents to address organizational challenges and changes) as well as publications such as newsletters and email distributions.
- Assist with promotional duties for CITL, creating and distributing print advertising.
- Assist with website updates including content creation and general page maintenance.
- Oversee the redesign of a faculty spotlight page for [Teaching Honors](https://www.wku.edu/citl/faculty-spotlight/teachingexcellence.php) recipients: <https://www.wku.edu/citl/faculty-spotlight/teachingexcellence.php>
- Complete general office tasks (e.g., data entry and Blackboard entry assistance), as needed.
- Optional: Assist in the examination of potential social media outlets and viability of new platforms (Facebook, Instagram).

Qualifications:

Successful applicants will be enrolled in a four-year college program and have previous experience with writing and editing. Ideally, they will not hold another paid position at WKU.

Proficiency with social media platforms including but not limited to Facebook, Twitter, and Instagram. Proficiency using Microsoft Office programs. Familiarity with social media management systems like Sprout Social and moderate familiarity with Adobe Creative Suite programs is preferable.

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



Internship Position Announcement

Department of English: Story & Profile Writer

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

Contact (for information about the internship position itself):

Ms. Emily Dickinson | emily.dickinson@wku.edu

Contact (for information about the internship program):

Dr. Angela Jones | CH 110c | 270-745-5771 | 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 contribute 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.

Primary Responsibilities: Attend 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 and staff to identify story and photo opportunities; draft alumni, student, and faculty profiles. This internship is particularly well-suited for students who have interest in or experience with interviewing and journalistic writing.

The list below includes possible activities; individual internship experiences are negotiated each semester with the current intern(s). Enrolling in ENG 369 or 389, however, is required.

- Story and profile content:
 - Pitch, write, revise, and edit content for the department newsletter, bulletin boards, website, and social media.
 - Attend department events, interviewing participants and taking photos.
 - Research profile subjects (current students, alumni, faculty).
 - Repurpose text and images so they can be shared on a variety of platforms with different audiences.
- Social media content:
 - Adapt existing content for sharing on social media.
 - Pitch and generate new content for social media (e.g., theme campaigns for an event or a month of recognition).
- Attend weekly on-campus meetings with supervisor and other intern(s).

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



Internship Position Announcement **ENG 299 Teaching Assistant**

Contact (for information about the internship position):

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

- ENG 299-1: MWF 10:20–11:15 a.m., CH 122

Contact (for information about the internship program):

Dr. Angela Jones | CH 110c | 270-745-5771 | 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: attending class is a requirement for this internship. Interns must devote 8–12 hours per week to their internship, hours that include 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 or 389, 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.

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



Internship Position Announcement

FILM 201 Teaching Assistant

Contact (for information about the internship position):

Dr. Dawn Hall | dawn.hall@wku.edu

- FILM 201-3: MWF 10:20–11:15 a.m. and screenings M 3:30–6 p.m.
- FILM 201-4: MWF 11:30 a.m.–12:25 p.m. and screenings M 3:30–6 p.m.

Contact (for information about the internship program):

Dr. Angela Jones | CH 110c | 270-745-5771 | 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 FILM 201 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 FILM 201).

Responsibilities:

This intern assists Dr. Hall, the professor teaching FILM 201, 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 FILM 201 and the intern. Enrolling in ENG 369, however, is required.

- Assist in building the syllabus and course schedule (primary reading and viewing assignments)
- Select supplemental reading or viewing assignments, access/retrieve that material, and lead discussions on it.
- Help with in-class activities.
- Help with the weekly film screening.
- Help maintain the course Blackboard site.
- Create materials to introduce and reinforce proper citation of written and visual sources.
- Model exercises and assignments.
- Plan and conduct own class meetings.
- Prepare and deliver a series of teaching presentations on elements of cinema (cinematography, editing, etc.).
- Assist in generating questions for quizzes and discussion boards.
- Hold supplemental office hours to allow FILM 201 students to obtain out-of-class assistance from a peer.

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



Internship Position Announcement **Kentucky Kids on the Block** **Puppet Program Script Writer & Updater** <https://kykob.org>

Contact (for information about the internship position itself):

Ms. Ashley Reynolds, executive director | ashley@kykob.org

Contact (for information about the internship program):

Dr. Angela Jones | CH 110c | 270-745-5771 | 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 and location: Intern must be available throughout the semester and will contribute 8–12 hours per week. Most of the hours will be completed remotely; however, some on-site meetings will be required at the Kentucky Kids on the Block office. (The office is located in the Higgins Center for Nonprofits: 958 Collett Ave., Suite 100, Bowling Green, KY 42101.)

Qualifications

- Proficiency with Microsoft Office.
- Excellent verbal and communication skills.
- Strong creative writing skills.
- Knowledge of and experience with script writing for theater productions.
- Ability to collaborate with several people on a shared text.
- Ability to complete projects with minimal supervision and meet deadlines.
- Self motivation and reliability.

Responsibilities:

- Revise and update existing Kentucky Kids on the Block puppet program scripts with the help of a programming committee.
- Write new Kentucky Kids on the Block puppet program scripts with the help of a programming committee.
- Collaborate with subject-matter experts to understand key concepts and language in the topic areas addressed in the puppet programs.
- Conduct independent research to gather information to be put into scripts.
- Attend script development meetings and programming meetings. (Some meetings will be held in person; others will be held virtually. Meetings will primarily be scheduled during the organization's office hours, 8 a.m.–4:30 p.m.)

Intellectual property: The work generated for this placement, as in most internship placements and workplaces, is what is known as “work for hire.” Therefore, although the intern will be able to use the scripts, with appropriate attribution, in their portfolio, Kentucky Kids on the Block will retain the copyright for the work.

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



Internship Position Announcement Premier Properties of South Central Kentucky: Social Media and Marketing

<https://www.ppscky.com>.

Contact (for information about the internship position itself):

Ms. Tomitha Blair | tomitha@ppscky.com

Contact (for information about the internship program):

Dr. Angela Jones | CH 110c | 270-745-5771 | 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 contribute 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, and produce videos profiling properties for sale.

Location: The intern will primarily work remotely, although occasional in-office meetings may be required.

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, TikTok, and YouTube)
- 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.

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



Internship Position Announcement Refuge Bowling Green Publications & Grant Writer <http://refugebg.com>

Contact (for information about the internship position itself):

Ms. Alice Tarnagda, administrator and grant writer | alice@refugebg.com

Contact (for information about the internship program):

Dr. Angela Jones | CH 110c | 270-745-5771 | 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 and location: Intern must be available throughout the semester and will contribute 8–12 hours per week. Most of the hours will be completed on-site at the Refuge Bowling Green office. (Office location: 422 East Main Ave., Space B, Bowling Green, KY 42101)

Qualifications

- Proficiency with Microsoft Office
- Strong technical writing and creative writing skills
- Self-starter, able to work on projects with minimal supervision
- Able to move between projects, research, and reporting with ease
- Ability to research grants

Responsibilities:

- Make weekly posts on social media.
- Create monthly newsletter with highlights, pictures, and stories.
- Send monthly newsletter.
- Update current brochure with new stories, information, and pictures.
- Assist with the completion of portions of larger grants (approximately 3 during the semester).
- Research grants that would support our current programming and staff salaries.
- Use research results to develop a list of prospective grants and create a yearly grant submission timeline.

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



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

Contact (for information about the internship position itself):

Ms. Karrie Morris | instructor | instructor@scliteracycenter.org

Contact (for information about the internship program):

Dr. Angela Jones | CH 110c | 270-745-5771 | 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.

Location: Intern will primarily complete responsibilities at the Simpson County Literacy Center in Franklin; however, some tasks will be able to be completed remotely. (The office is located at 231 South College Street in Franklin, Kentucky.)

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 at the Franklin, KY office.
- Develop and lead lessons for adults learning English as a second language at the Franklin, KY office and online using Skype.
- 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 at the Franklin, KY office.
- Develop programs or projects that engage students' 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 enroll in the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for the class, earning 3 hours of credit.