For fall 2020, 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. Center for Innovative Teaching & Learning (CITL) Communications
2. Department of English Story and Profile Writer
3. ENG 299 Teaching Assistant (with Dr. Hovet)
4. FILM 201 Teaching Assistant (2 positions, with Dr. Hall and Dr. Hovet)
5. Potter College Dean's Office Communications
6. Premier Properties of Southcentral Kentucky Social Media and Marketing
7. Refuge Bowling Green Grant Writer
8. Southern Kentucky Book Fest
9. Department of Theatre and Dance Communications

Deadline: **Friday, April 24, at noon.**

Process: if you would like 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 **Friday, April 24**.

* Note that you can apply for multiple positions on the same form. If fall 2020 is the specific semester that you have set aside for interning, 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.

WKU Center for Innovative Teaching & Learning
https://www.wku.edu/citl/

Contact (for information about the internship position):
Dr. Marko Dumančić, marko.dumancic@wku.edu, https://wku.zoom.us/j/3153377106

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 the director and associate director of CITL in several ways. This list below includes several *possible* activities; however, individual internship experiences will be negotiated between Dr. Dumančić and the current intern.

- Do research, write brief reports, and present on the most current scholarly/research literature on student success initiatives (such as gateway course redesign, first-year experiences, open educational resource courses).
- Do research on other Centers for Teaching and Learning and suggest how CITL can both enhance its programming and present itself more effectively.
- Integrate the department's social media, website, and print materials to create a cohesive departmental identity.
- Maintain existing social media accounts and increase activity (mostly Twitter)
- Track the department's social media accounts using analytics.
- Compile and post stories about WKU's most innovative and successful teachers, teaching practices and/or initiatives. The aim will be to enhance and popularize the section of the CITL website we call "Faculty spotlight."
- 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, at the screening stage, applicants will be required to submit three writing samples to demonstrate their writing skills. 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
ENG 299 Teaching Assistant

Contact (for information about the internship position):
Dr. Ted Hovet, ted.hovet@wku.edu

- ENG 299-1: TR 9:35–10:55 a.m.

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.

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Contact (for information about the internship position):
Dr. Ted Hovet, ted.hovet@wku.edu
- FILM 201-1: MW 1:50-3:10 p.m. and M 3:30-6 p.m.

Dr. Dawn Hall, dawn.hall@wku.edu
- FILM 201-2: MWF 10:20–11:15 a.m. and M 3:30–6 p.m.

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 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. Hovet or Dr. Hall, the professors 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.
- 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
Potter College Dean's Office Communications
http://www.wku.edu/pcal

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Contact (for information about the internship position itself):
Ms. Kelly Scott, kelly.scott@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: Intern(s) must be available throughout the semester and will work 8–12 hours per week to assist in communication duties and complete related tasks.

Responsibilities:
This intern collaborates with Kelly Scott, Potter College Communications Coordinator, in several ways. The list below includes several *possible* activities; however, individual internship experiences are negotiated each semester between Ms. Scott and the current intern. Enrolling in ENG 369, however, is required.

- Prepare monthly student features for University social media, which includes interviewing students, writing the piece, and coordinating with the interviewee on scheduling a photo taken by University photographer.
- Plan and promote Potter College Stressbuster Week.
- Write and edit for Potter College publications for student services, philanthropy, and Cultural Enhancement Series.
- Assist in Cultural Enhancement Series event planning and advertising.
- Edit and update the Potter College, departmental and Cultural Enhancement Series websites using WKU's content management system OU campus. Training will be provided.
- Manage the Potter College and Cultural Enhancement Series social network reach, including Facebook, Twitter, and Instagram pages.
- Assist with promotional duties for the college and Cultural Enhancement Series, creating and distributing print advertising as needed.
- Complete general office tasks (e.g., data entry) as needed.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit.

Qualifications:
Successful applicants will be enrolled in a four-year college program and have previous experience with writing and editing. 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.

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

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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
- Help create a YouTube channel
- 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.

Contact (for information about the internship position itself):
Ms. Alice Tarnagda, co-director, alice@refugebg.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 must be available throughout the semester and will work 8–12 hours per
    week.

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

Responsibilities:
- Research grants that would support our current programming in the categories of
  education, occupation, and recreation (see our website for more detailed information
  about programming, refugebg.com)
- Research grants that would provide funding for additional staff positions
- Once research is complete, develop a list of grants and a yearly grant submission
  timeline
- After selecting appropriate grants, complete and submit grants
- Monitor tracking and reporting needs for current grants and any new grant awards
- Update newsletters and send out on a quarterly basis

Southern Kentucky Book Fest

http://www.sokybookfest.org

Contact (for information about the internship position itself):
Ms. Veronica Rainwater, veronicar@warrenpl.org
Mrs. Jennifer Bailey, jenniferb@warrenpl.org
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 must be available throughout the semester and will work 8–12 hours per week
to help organize and promote the Southern Kentucky Book Fest and complete related tasks.

Responsibilities:
Intern collaborates with Warren County Public Library, in several ways. The list below includes
several possible activities; individual internship experiences are negotiated each semester
between Warren County Public Library and the current intern. Enrolling in ENG 369, however,
is required.
- Research authors to propose ones to invite to the Southern Kentucky Book Fest.
- Organize author applications to Book Fest as they arrive.
- Assist with coordinating Book Fest volunteers.
- Assist with updating Book Fest website.
- Manage Book Fest's existing social media accounts (e.g., Facebook, Twitter, Instagram).
- Increase Book Fest's social media reach.
- Assist with auxiliary library events.
- Enroll in the appropriate internship course (ENG 369 or ENG 389) and complete all
  requirements for it, earning 3 hours of internship credit.

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)
    o Edit and post photos and text
    o Manage/update individual pages
    o 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:
    o Recruiting brochures and materials
    o Alumni connections
    o 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.