



# Internship Position Descriptions

## Spring 2022

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

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For Spring 2022, 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 successfully.

*Placements available:*

1. Department of English Story and Profile Writer
2. ENG 299 Teaching Assistant (with Dr. Jane Fife)
3. ENG 299 Teaching Assistant (with Dr. Gillian Knoll)
4. Fairness Campaign Communications
5. Film Screening Assistant
6. Potter College of Arts and Letters Dean's Office Communication Assistant
7. Premier Properties of Southcentral Kentucky Social Media, Marketing, Office Management
8. Refuge Bowling Green Publications and Grant Writer
9. Simpson County Literacy Center Non-Profit Assistant

**Deadline: Mon., Nov. 8, 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](mailto:angela.jones@wku.edu)), before **noon on Mon., Nov. 8.**

\* To streamline the process, please use the same form to apply for multiple positions. Hint: if Spring 2022 is the specific semester that you have set aside to complete an internship, apply for two or three appealing options to increase your chances of being placed.

*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 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. These internship courses support 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 or ENG 389, see TopNet for the current semester. The current syllabus gives an overview of the requirements and hours that must be completed for the courses and notes 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

### Department of English: Story & Profile Writer

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

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**Contact** (for information about the internship position itself):

*Mary Montenegro*, [mary.montenegro@wku.edu](mailto:mary.montenegro@wku.edu)

**Contact** (for information about the internship program):

*Dr. Angela Jones*, [angela.jones@wku.edu](mailto: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 or 389, 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 the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for it, earning 3 hours of internship credit.

## Internship Position Announcement **ENG 299 Teaching Assistant**

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**Contact** (for information about the internship position):

*Dr. Jane Fife*, [jane.fife@wku.edu](mailto:jane.fife@wku.edu)

- ENG 299-1: MWF 10:20–11:15 a.m.

*Dr. Gillian Knoll*, [gillian.knoll@wku.edu](mailto:gillian.knoll@wku.edu)

- ENG 299-2: TR 12:45–2:05 p.m.

**Contact** (for information about the internship program):

*Dr. Angela Jones*, [angela.jones@wku.edu](mailto: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 must devote 8–12 hours per week to their internship: these hours 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.
- 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 **Fairness Campaign** <https://www.fairness.org>

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**Contact** (for information about the internship position itself):

*Jeremy McFarland, [jeremy@fairness.org](mailto:jeremy@fairness.org)*

**Contact** (for information about the internship program):

*Dr. Angela Jones, [angela.jones@wku.edu](mailto: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 evenings and weekends) to support Fairness Campaign initiatives remotely and in Bowling Green. This includes voter education initiatives, voter registration efforts, tabling at local events, and remote assistance with our annual We The People fundraiser.

### **Qualifications**

- Strong support and interest in LGBTQ rights and advocacy
- Interest in the political process
- Self-starter, able to work on projects with minimal supervision
- Initiative to come up with unique projects that support Fairness' mission
- Able to move between projects, research, and reporting with ease.

### **Responsibilities:**

Intern collaborates with Jeremy McFarland, office manager, and Chris Hartman, Executive Director, in several ways. The list below includes several possible activities; individual internship experiences are negotiated each semester between Fairness and the current intern. Enrolling in ENG 369, however, is required.

- Produce and edit email blasts to constituents.
- Update social media with relevant news.
- Assist in office management.
- Research grants that would support our current programming in political advocacy and education.
- Voter engagement regarding Fairness endorsed campaigns and initiatives.
- Assist with donor and constituent outreach re: fundraising and current events.
- 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

# Film Screening Assistant

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**Contact** (for information about the internship position):

*Dr. Dawn Hall, dawn.hall@wku.edu*

Times screenings occur:

- M 3:30-6:00 FILM 369 (World Cinema)
- T 4:00-6:30 (ENG/FILM 465 Film Genre)
- R 4:00-6:30 ENG/FILM 466 (Film Theory)

**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 weekly film screenings occur because hosting those screenings is a requirement for this internship. Interns devote 8–12 hours per week to their internship placement.

**Responsibilities:**

This intern assists faculty members teaching FILM and/or ENG 365, 465, 366, 369, and 466 in several ways. The list below includes several expected activities; however, enrolling in ENG 369 or ENG 389 is required.

- Operate screening-related technology (e.g., Blackboard, smart carts).
- Coordinate screenings among multiple faculty members with different pedagogical and organizational styles.
- Take attendance at each screening.
- Introduce selected films at screenings, in consultation with instructors.
- Research to discover appropriate facts and information for select film introductions, in consultation with instructors.
- Shut down equipment and close/lock up room at end of each screening.
- Ensure you know how to get any physical media (e.g., DVDs) back to instructor.
- 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. Ashley Edwards Cook, [ashley.edwards@wku.edu](mailto:ashley.edwards@wku.edu)*

**Contact** (for information about the internship program):

*Dr. Angela Jones, [angela.jones@wku.edu](mailto: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 Ashley Edwards, Coordinator of Student Services in Potter College, in several ways. The list below includes several *possible* activities; however, individual internship experiences are negotiated each semester between Ms. Edwards 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 and philanthropy.
- 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 social network reach, including Facebook, Twitter, and Instagram pages.
- Assist with promotional duties for the college, 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](mailto:tomitha@gmail.com)*

**Contact** (for information about the internship program):

*Dr. Angela Jones, [angela.jones@wku.edu](mailto: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 **Refuge Bowling Green Publications & Grant Writer**

<http://refugebg.com>

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**Contact** (for information about the internship position itself):

*Ms. Alice Tarnagda*, co-director, [alice@refugebg.com](mailto:alice@refugebg.com)

**Contact** (for information about the internship program):

*Dr. Angela Jones*, [angela.jones@wku.edu](mailto: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
- 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.
- 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](http://readtobefree.org)

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**Contact** (for information about the internship position itself):

*Kathryn King*, 231 South College Street Franklin KY 42134, [kathryn@scliteracycenter.org](mailto:kathryn@scliteracycenter.org)

**Contact** (for information about the internship program):

*Dr. Angela Jones*, CH 115, [angela.jones@wku.edu](mailto: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 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 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.