

## Internship Position Announcement ENG 299 Teaching Assistants

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

*Dr. Jerod Hollyfield*, CH 114, [jerod.hollyfield@wku.edu](mailto:jerod.hollyfield@wku.edu)

- ENG 299-1: 9:35–10:55 a.m. TR
- ENG 299-2: 2:20–3:40 p.m. TR

**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.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 ENG 299 and the time they complete coursework for ENG 369).

### **Responsibilities:**

This intern assists Dr. Hollyfield, 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.

- Schedule, contact, and prepare for guest speakers.
- Select literary readings and lead discussions on those readings.
- 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.

Interns will also enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. \*

---

\* To review a syllabus for ENG 369, the internship course conducted through Blackboard and email, please see TopNet for this semester. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.