

Internship Position Announcement **ENG 299 Teaching Assistant**

Contact (for information about the internship position):

Dr. Jerod Hollyfield, CH 114, jerod.hollyfield@wku.edu

- 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

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. Enrolling in ENG 369, however, is required.

- 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.
- 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.

Internship Position Announcement
**Professional Blogging, a Collaborative Community Blog
by and for English Majors**
<http://english.blog.wku.edu/>

Contact (for information about the internship position itself):

Prof. Terry Elliott, CH 20B, terry.elliott@wku.edu, terry.elliott@gmail.com

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.php> .

Duration: Intern(s) must be available throughout the semester and will work 8–12 hours per week to maintain and expand the English Majors' Weblog (EMW) and complete related tasks.

Responsibilities:

Intern(s) collaborate with Professor Elliott, founder of the English Majors' Weblog, in several ways. The list below includes several *possible* activities; individual internship experiences are negotiated each semester between Professor Elliott and the intern(s). Enrolling in ENG 369, however, is required.

- Create and serve on an editorial board that sets as its larger mission the creation of media, communication projects, and public relations that use multiple digital platforms to serve the needs of English majors past, present, and future.
- Review similar blogs and analyze their strengths and weaknesses.
- Refine the purpose and audience of the EMW, as needed.
- Develop a workflow to ensure the blog is consistently populated.
- Use collaborative, social, and cloud-based tools to set up workflow and content publication.
- Generate content to populate the blog regularly throughout the semester, including audio and video content.
- Repurpose blog content for other genres, purposes, and audiences including but not limited to the English Department and the University.
- Encourage guest writers to post to the blog.
- Encourage readers to comment on blog posts and reply to reader comments.
- Manage the EMW social network reach including Facebook and Twitter pages.
- Reflect on own writing experiences and further develop own writing style.
- Create English Department "development" strategies and implement them.
- Create a plan for keeping the EMW blog active in between internships.
- Write for multiple purposes, audiences, and outcomes.
- Create projects that remix blog content for other personal, pre-professional, and professional purposes and needs.
- 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.

Internship Position Announcement
Itoh Press Editorial Assistant
www.itohpress.com

Contact (for information about this position):

Ms. Carol Itoh, CEO, carolito@itohpress.com
(See also Itoh Press website at www.itohpress.com.)

Contact (for submitting application or information about the internship program):

Dr. Angela Jones, Internship Coordinator, 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: Intern should be available throughout the semester and will work 8–12 hours per week.

Qualifications:

- Love of reading.
- Strong understanding of standard written English grammar and punctuation.
- Discretion and open-mindedness (see the press' website to learn more about the genres of work it publishes).
- Ability to meet deadlines without excuses.
- Proficiency formatting documents in Microsoft Word.

Responsibilities:

- Read submitted manuscripts.
- Write 2-3 paragraph summaries of each manuscript's strengths and weaknesses.
- Provide honest opinion as to whether manuscript is worth investing company's time and resources to publish.
- Communicate with authors regarding their manuscripts.
- Assist in editing and preparing manuscripts for publication.
- Communicate with company's graphic designer regarding cover art.
- Learn to load manuscripts into Ingram Publisher Service's system, following that company's specifications.
- Learn about copyright, public domain, and fair use.
- Accompany CEO to company functions to assist with materials.
- Assist CEO in marketing and publicizing company's products.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *

Additional information:

The intern will report to Ms. Itoh. This position offers on-the-job training not only in writing and publishing but also in marketing and promotion, key components to becoming successful in the field. Note that, as in any position, no two days will be the same. The responsibilities listed above are provided as a general outline of what is involved. There may also be the opportunity to travel, at the company's expense, to one or two regional book fests.

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

Internship Position Announcement
I Will Not Diet Editorial Internship
<http://www.iwillnotdiet.com/>

Contact (for information about the internship position itself):

Dr. Molly McCaffrey, CH 111, molly.mccaffrey@wku.edu

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.php> .

Duration: applicants for this placement must be available throughout the semester and will work 8–12 hours per week during a semester (or the hour-equivalent during an assigned summer session) to assist in the maintenance of I Will Not Diet and complete related tasks.

Responsibilities:

This intern collaborates with Dr. McCaffrey, founder of I Will Not Diet, in several ways. The list below includes several *possible* activities; however, individual internship experiences are negotiated each semester between Dr. McCaffrey and the current intern.

- a) write seven blog posts over the course of the semester,
- b) promote those posts via social media, including Facebook, Twitter, and Tumblr.
- c) search news outlets for stories to share with the IWND audience via social media,
- d) reach out to the IWND audience via social media twice every week,
- e) edit and update the website.,
- f) add two profiles to the website,
- g) increase the presence of the the IWND Tumblr page, The Real You Project.
- h) reflect on your writing experiences and further develop your personal style and voice.

Qualifications:

Successful applicants will be enrolled in a four-year college program and have previous experience with writing and editing. Applicants will need use of a computer with high-speed internet access, and experience with WordPress is also a plus. Finally, applicants with a demonstrated interest in body issues will be given preference.

Course credit:

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 the current semester.)

Internship Position Announcement
Lend A Paw Marketing Internship
<http://www.lendapawmarketing.org/>

Contact (for information about this specific internship position):

Kristy Ketterman, lendapawmarketing@gmail.com

See also the organization's website at <http://www.lendapawmarketing.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.php>.

Duration: Intern should be available throughout the semester and will work 8–12 hours per week (or the hour-equivalent during an assigned summer session).

Qualifications:

- Strong organizational and communication skills.
- Solid understanding of standard written English grammar and punctuation; familiarity with AP style writing a plus.
- Interest in animal welfare.
- Interest in marketing, public relations, graphic design and/or communications.
- Proficiency in social media platforms (e.g., Facebook, Google+, LinkedIn).
- Experience with Adobe suite programs a plus.

Responsibilities:

- Help improve and standardize the organization's brand, particularly as represented in its marketing pieces.
- Conduct internet and interview-based research.
- Assist with projects for clients as assigned.
- Assist with social media marketing efforts.
- Participate in events planned for clients.
- Copywrite for websites, email marketing, promotions and other marketing materials.
- 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. *

* 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.

Internship Position Announcement
Students Teaching English Paper Strategies (STEPS)
Web Site Internship
<http://www.writingaboutliterature.com/>

Contact (for information about the internship position itself):

Dr. Rob Hale, CH 135, rob.hale@wku.edu

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.php> .

Duration: Intern should be available throughout the semester and will work 8–12 hours per week (or the hour-equivalent during an assigned summer session) to maintain and expand the STEPS web site and complete related tasks.

Responsibilities:

This intern collaborates with Professor Hale to revise and develop a web site designed to help college students write essays about literature. This internship is particularly well-suited for students who plan to become teachers or who will pursue graduate work in English literature or composition. The student will become part of a national network of students working on the web site.

The list below includes several possible activities; however, individual internship experiences are negotiated each semester between Professor Hale and the current intern.

- Develop a good understanding of a process to write literary analysis essays
- Learn basic web design using the weebly.com interface
- Review the current website, evaluate its effectiveness, and make revisions
- Create new content to help students write literary analysis essays
- Collaborate with other student editors to improve the resources
- Help formulate a publicity strategy to promote the web site
- Field questions from users
- Integrate materials from Dr. Hale's English 200 course into the web site
- Survey users on how to improve the site
- 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.

Internship Position Announcement
Society for Values in Higher Education Internship
<http://www.svhe.org/>

Contact (for information about this specific internship position):

Ms. Sandy McAllister, CH 313, smcallister@svhe.org

See also the organization's website at <http://www.svhe.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.php> .

Duration: applicants for this placement must be available throughout the semester and will work 8–12 hours per week.

Qualifications:

- Strong organizational skills.
- Solid understanding of standard written English grammar and punctuation.
- Interest in organizational branding.
- Interest in archival research.
- Proficiency in social media platforms (e.g., Facebook, Google+, LinkedIn).

Responsibilities:

- Help improve and standardize the organization's brand, particularly as represented in its marketing pieces.
- Conduct archival research.
- Help prepare a history for the organization's 90th anniversary.
- Write pieces for the organization's quarterly newsletter.
- Enhance the organization's social media presence.
- Improve internal communication within the organization.
- 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. *

Special Note:

The SVHE office, located in Cherry Hall, has only one staff member. This is not a typical office environment. Also, the intern should be available between 10 a.m. and 2 p.m. Earlier or later on-site hours may be impossible to accommodate.

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