For Spring 2023, 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. Barren River District Health Department Marketing and Communication Assistant
2. Department of English Story and Profile Writer
3. ENG 299 Teaching Assistant for section 1
4. ENG 299 Teaching Assistant for section 2
5. Ohio County Tourism Grant Writer and Museum Writer
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 Non-Profit Assistant

**Deadline:** Wed., Oct. 26, 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), before noon on Wed., Oct. 26.

* To streamline the process, use a single form to apply for multiple positions. Hint: if Spring 2023 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 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:** all English Department interns must enroll in ENG 369 or ENG 389 after being accepted into the program. These internship courses support students’ first internships and second internships and 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 provides an overview of the requirements that must be completed for the courses and notes the program’s hour requirements for the internship placement itself.

**Course enrollment process:** because only accepted interns may enroll in one of the internship courses, they are listed as restricted on TopNet. After supervisors select their interns, Dr. Jones works with Ms. Nessler to arrange for their enrollment in the appropriate course.
Internship Position Announcement
Barren River District Health Department
https://www.barrenriverhealth.org/

Contact (for information about the internship position itself):
Mrs. Ashli McCarty, ashli.mccarty@barrenriverhealth.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(s) must be available throughout the semester and will work 8–12 hours per week to assist in communication duties and complete related tasks.

Location: Intern(s) will begin at the Barren River District Health Department’s office for orientation; after orientation, there will be an option to be at least partially remote.

Responsibilities:
This intern collaborates with Ashli McCarty, Marketing and Communications (M&C) Manager, in several ways. Although the list below includes several possible activities, the internship experience can be negotiated based on the intern’s interests and skill set. Enrolling in ENG 369, however, is required.

• Create social media calendar for M&C team to use as a guideline for the upcoming year.
• Compose social media posts that align with social media calendar using BRDHD’s branding guidelines.
• Meet with each branch leader to gather needs for upcoming objectives.
• Seek out grant opportunities for each branch of the agency to develop projects that align with objectives and fill needs.
• Study analytics of paid BRDHD social media advertisements and collect data that supports successful campaigns.
• Assist M&C manager with planning paid social media campaigns for specific programs and branches.
• Assist M&C manager with planning and executing general BRDHD Public Health services campaign.
• 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, Canva, and/or Adobe Creative Suite programs.
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, 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.

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).
- 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

Contact (for information about the internship position):

Dr. Gillian Knoll, gillian.knoll@wku.edu
- ENG 299-1: TR 8–9:20 a.m., CH 122
- ENG 299-2: TR 12:45–2:05 p.m., CH 122
Note: Dr. Knoll will select one teaching assistant for each section of ENG 299.

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 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
Ohio County Tourism
Rosine, Kentucky

Contact (for information about the internship position itself):
Ms. Jody Flener, Executive Director Ohio County Tourism, ohiocountytour@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, in a combination of on-site and remote experiences.

Description: Ohio County Tourism is a Department of Local Government established to promote tourism in Ohio County. Under its umbrella are the Bill Monroe Museum and coordinating with the Bill Monroe Foundation, which share a mission, to promote Bluegrass music, its history, and the legacy of Bill Monroe, “The Father of Bluegrass.”

The work can be completed both onsite and offsite. In the beginning, onsite will be required to allow the supervisor to aid in the research and establish the type of grants needed. After orientation, work may be conducted offsite with weekly communication with supervisor. When a grant is nearing completion, onsite work may again be required. (Location: Bill Monroe Museum, 55 Amelia Street, Rosine, Kentucky. Open 9 a.m.–5 p.m.)

Responsibilities:
This intern collaborates Ms. Flener, in several ways. The list below includes key activities; however, individual internship experiences are negotiated each semester between the supervisor and the current intern. Enrolling in ENG 369, however, is required.

- Research grants that would support our mission and programming.
- Use research to develop a list of prospective grants and create a yearly grant submission timeline.
- Write grants that qualify for submission.
- Research topics related to bluegrass music and Bill Monroe.
- Write brief articles to accompany displays in the Bill Monroe Museum.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit.

Qualifications:
- Proficiency with Microsoft Office.
- Strong technical writing and creative writing skills.
- Self-starter, able to work on projects with minimal supervision.
- Ability to research on the internet.
Internship Position Announcement

Potter College Dean’s Office Communications

http://www.wku.edu/pcal

Contact (for information about the internship position itself):

Ms. Ashley Edwards Cook, ashley.edwards@wku.edu
Ms. Jessica Luna, jessica.luna@wku.edu
Ms. Kyra Rookard, kyra.rookard@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. Most of the hours will be on-site at the PCAL office in FAC.

Responsibilities:
This intern collaborates with media and student staff members in Potter College, 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.

- 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. 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.
Internship Position Announcement
Premier Properties of South Central Kentucky:
Social Media, Marketing, and Office Management

Contact (for information about the internship position itself):
Ms. Tomitha Blair, tomitha@ppscky.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:

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.

Location: The intern’s time will be split roughly 20/80 between on-site and remote work.

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

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, 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 work 8–12 hours per week. Most of the hours will be completed on-site at the Refuge Bowling Green office.

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

Contact (for information about the internship position itself):
Kathryn King, 231 South College Street Franklin KY 42134, kathryn@scliteracycenter.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/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.

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 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 also enroll in ENG 369 or ENG 389, the internship courses, and complete all requirements for the course, earning 3 hours of internship credit.