



Internship Position Descriptions Fall 2019

This document contains descriptions of each internship available for fall 2019. Students who wish to complete an internship should download and complete the internship application form. Students **may apply to more than one internship.**

The application deadline for fall 2019 is **noon on March 27.**

For fall 2019, the English Department is pleased to offer the following internships:

- 1. WKU Department of Theatre and Dance Communications Intern*
- 2. WKU Department of English Story Writer and Communications Intern*
- 3. ENG 299 Teaching Assistant (2 positions available)*
- 4. Environmental Health and Safety Critical Incident Response Marketing and Design Intern*
- 5. Premier Properties of Southcentral Kentucky Social Media and Marketing Intern*
- 6. WKU Office of Scholar Development Scholarship Advisor and Intern*
- 7. Southern Kentucky Book Fest Event Planning Intern*
- 8. WKU Potter College Dean's Office Communications Intern*
- 9. FILM 201 Teaching Assistant (2 positions available)*
- 10. Court Appointed Special Advocates of Southcentral Kentucky Event Planning Intern*
- 11. Simpson County Literacy Center Non-Profit Assistant*
- 12. Marcum LLP Technical Writing and Editing Intern*

*All interns must enroll in ENG 369. To review a syllabus for ENG 369, the internship course conducted through Blackboard, see TopNet. Although the syllabus is revised each semester, the current one will provide an overview of the general course requirements that must be completed in addition to the specific internship requirements. Interns who are completing their second internship with the Department of English will enroll in ENG 389. The syllabus for ENG 369 and ENG 389 are identical.



Internship Position Announcement WKU Department of Theatre & Dance Communications Internship <http://www.wku.edu/theatre-and-dance/index.php>

Contact (for information about the internship position):

Rachel Cato, rachel.cato@wku.edu, Gordon Wilson Hall 300, (270) 745-5845

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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.

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)
 - Edit and post photos and text
 - Manage/update individual pages
 - 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:
 - Recruiting brochures and materials
 - Alumni connections
 - Communication with patrons, donors, and audiences
 - Complete general office tasks as needed
 - Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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Internship Position Announcement Department of English: Story Writer/Communications <http://www.wku.edu/english>

Contact (for information about the internship position itself):

Mary Johnson, CH 135, mary.johnson@wku.edu

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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 activities.

Qualifications: Proficient in Microsoft Office programs and social media platforms (Facebook and Twitter). Proficient in or willing to learn software programs to design newsletters, articles, and promotional materials.

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 to identify story and photo opportunities.

Other Responsibilities:

The list below includes possible activities; individual internship experiences are negotiated each semester between Mrs. Johnson and the current intern. Enrolling in ENG 369, however, is required.

- Assist with promoting departmental achievements and events through different social network strategies (Facebook and Twitter).
 - Assist with updating and editing English Department website using WKU's content management system OU campus. Training will be provided.
 - Create and edit content for the English Department newsletter, website, and social media.
 - Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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Internship Position Announcement **ENG 299 Teaching Assistant** (2 positions available)

Contact (for information about the internship position):

Dr. Jane Fife, CH 129, jane.fife@wku.edu

- ENG 299-1: TR 11:10-12:30

Dr. Gillian Knoll, CH 111, gillian.knoll@wku.edu

- ENG 299-2: TR 12:45-2:05

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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 their section of ENG 299 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 professors 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 ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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Internship Position Announcement

Critical Incident Response Marketing and Design

<https://www.wku.edu/ehs/>

Contact (for information about the internship position itself):

Dr. David Oliver, Director of Environmental Health and Safety

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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 (including some evening and weekends). The intern will have some scheduling flexibility between time in the office and time outside the office.

Responsibilities:

Intern(s) collaborate with Dr. David Oliver, Director of EHS and coordinator of the new certificate program in critical incident response, in several ways. The list below includes several possible activities; individual internship experiences are negotiated each semester between Dr. Oliver and the current intern. Enrolling in ENG 369, however, is required.

- Help develop a marketing plan for the new certificate program
 - Create social media posts to promote the new certificate program
 - Produce and edit videos with subject matter experts for use in future courses
 - Interview visiting emergency response experts for marketing materials
 - Participate in FEMA's free critical incident response training
 - Opportunity to work at WKU's Incident Command post during a major on-campus event to learn about emergency management
 - Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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Internship Position Announcement **Premier Properties Social Media and Marketing** <https://www.premierpropertiesky.com/>

Contact (for information about the internship position itself):

Ms. Tomitha Blair, tomitha@gmail.com

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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 ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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Internship Position Announcement
Office of Scholar Development
Scholarship Advisor
<http://www.wku.edu/osd>

Contact (for information about this specific internship):

Dr. Melinda Grimsley-Smith (Coordinator of International Scholarships), osd@wku.edu

Contact (for information about the WKU Department of English's internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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 to advise scholarship/internship applicants for 8 to 12 hours per week.

Qualifications:

- Strong proofreading and editing skills.
- Interest in learning the genre of scholarship essays and related materials.
- Interest in mentoring students one-on-one.

Responsibilities:

Interns meet with fellow students (generally first- and second-years) and advise them on the content and form of application materials for nationally competitive programs.

- Maintain office hours (10 hours/week) for student meetings. Office space is provided.
- Build knowledge of application requirements and funding agency priorities.
- Read and provide comments on applicant materials, with attention to large-scale (ideas) and small-scale (grammar/syntax/tone) components.
- Enroll in and complete one of the appropriate internship courses, earning 3 hours of internship credit:
 - ENG 369, the English Department's internship course. *
 - HON 275, the Honors College's internship course. (Note: HON 275 requires Honors eligibility or a 3.2 overall GPA.) **

** To review information about HON 275, the Honors College's internship course, see the internship section of the website: <http://www.wku.edu/honors/forms/internships.php>



Internship Position Announcement Southern Kentucky Book Fest Event Planning <http://www.sokybookfest.org>

Contact (for information about the internship position itself):

Ms. Veronica Rainwater, veronicar@warrenpl.org

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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 Ms. Rainwater, Youth Services Manager and Warren County Public Library, in several ways. The list below includes several possible activities; individual internship experiences are negotiated each semester between Ms. Rainwater and the current intern. Enrolling in ENG 369, however, is required.

- Research authors to propose ones to invite to the Southern Kentucky Book Fest.
 - Respond to applications from potential Book Fest authors/visitors.
 - 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 YAS Book Con.
 - Assist with auxiliary library events.
 - Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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Internship Position Announcement

Potter College Dean's Office Communications

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

Contact (for information about the internship position itself):

Ms. Kelly Scott, kelly.scott@wku.edu

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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. This will be a paid internship.

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.

- 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.
- Complete general office tasks (e.g., data entry) as needed.
- Assist with promotional duties for the college and Cultural Enhancement Series, creating and distributing print advertising 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

FILM 201 Teaching Assistant

(2 positions available)

Contact (for information about the internship position):

Dr. Ted Hovet, CH 110C, ted.hovet@wku.edu

- FILM 201-001: MW 1:50-3:10; W 3:30-6:00

Prof. Sara Corkern, JRH 340, sara.corkern@wku.edu

- FILM 201-002: M 3:30-6:00; TR 12:45-2:05

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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 their section of 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 their section of FILM 201).

Responsibilities:

This intern assists Dr. Hovet or Prof. Corkern 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 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 for FILM 201 students
 - Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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Internship Position Announcement Court Appointed Special Advocates (CASA) of Southcentral Kentucky Event Planning

www.casaofsky.org

Contact (for information about the internship position itself):

Ms. Jana Sublett, Jana@casaofsky.org

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, Alison.Youngblood@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. Some evenings and weekends may be required. Much of the internship work will be completed remotely with some assignments taking place at the CASA headquarters in Bowling Green.

Responsibilities:

Intern(s) collaborate with Ms. Jana Sublett and other CASA staff members to plan two major fundraising events for this non-profit: the Superhero 5K in September and the Boogie Down Bourbon Street Gala in March. This internship is particularly well-suited for students who are interested in advocacy work, non-profit administration, social media marketing, graphic design, event planning, and fundraising.

The list below includes several possible activities; individual internship experiences are negotiated each semester between Jana Sublett and the current intern. Enrolling in ENG 369, however, is required.

- Assist in the planning, coordinating, and marketing of the Superhero 5K in Bowling Green
 - Assist in the planning, coordinating, and marketing of the Boogie Down Bourbon Street Gala
 - Complete CASA advocacy training to learn about the type of work advocates do in the community
 - Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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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. Alison Youngblood, CH 6B, alison.youngblood@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
 - Develop and lead lessons for adults learning English as a second language
 - 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.
 - 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
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Internship Position Announcement Marcum LLP Technical Writing and Editing <http://www.marcumllp.com/>

Contact (for information about the internship position itself):

Roy Burkhead, MFA, Marcum LLP, roy.burkhead@marcumllp.com

Contact (for information about the internship program):

Dr. Alison Youngblood, CH 6B, alison.youngblood@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 maintain and expand Marcum's technical writing assets and deliverables.

Responsibilities:

Intern(s) collaborate with Roy Burkhead, based in Marcum's Nashville, Tennessee office, to ensure quality control of all technical writing and editorial products, including—but not limited to—user and installation guides, sales and marketing materials, white papers, web-based editorial pieces, and so on.

The list below includes several possible activities; individual internship experiences are negotiated each semester between Marcum (via Roy Burkhead) and the current intern. Enrolling in ENG 369, however, is required.

- Using Microsoft Office applications, develop and maintain documentation that meets organizational standards.
 - Write user-friendly content that meets the needs of the target audience.
 - Evaluate current content and develop innovative approaches for improvement.
 - Research, outline, write, and edit new and existing content, working closely with Marcum technical writing contact to understand project requirements.
 - Work with Marcum technical writing staff to make products easier to use and thus needing fewer instructions.
 - Use photos, drawings, diagrams, and charts that increase users' understanding.
 - Standardize content across platforms and media.
 - Revise documents as new issues arise.
 - Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *
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