For Spring 2024, 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. Potter College of Arts and Letters Dean's Office Communication Assistant (apply by 11/17)
3. Premier Properties of Southcentral Kentucky Social Media, Marketing, Office Management
4. Refuge Bowling Green Publications and Grant Writer
5. Simpson County Literacy Non-Profit Assistant

Deadline: **Tuesday, November 21, 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. Jessi Thomsen (jessi.thomsen@wku.edu), before **noon** on **Tuesday, November 21**.

*   Complete a single application form to indicate interest in multiple positions. Hint: If Spring 2024 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. Thomsen via email. She will review your application with Dr. Langdon, Department Chair, and follow up with you.

Course information: after being accepted into the program, all English Department interns will be enrolled in ENG 369 or ENG 389. These internship courses support students' first internships and second internships, respectively, and are delivered primarily through Blackboard with four face-to-face meetings, scheduled at mutually convenient times. Each course is 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: because only accepted interns may enroll in one of the internship courses, those courses are listed as restricted. After supervisors select their interns, Dr. Thomsen arranges their enrollment in the appropriate course.

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. Jessi Thomsen | CH 7K | jessi.thomsen@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 contribute 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).

*The successful applicant will enroll in the appropriate internship course (ENG 369 or ENG 389)
and complete all requirements for the class, earning 3 hours of credit.*

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Contact (for information about the internship position itself):
Ms. Jessica Luna | jessica.luna@wku.edu or *Ms. Ashley Edwards* | ashley.edwards@wku.edu

Contact (for information about the internship program):
Dr. Jessi Thomsen | CH 7K | jessi.thomsen@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 contribute 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 and PCAL Cultural Enhancement
  Series events.
- 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.
- Complete general office tasks (e.g., data entry) as needed.

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.

The successful applicant will enroll in the appropriate internship course (ENG 369 or ENG 389)
and complete all requirements for the class, earning 3 hours of credit.

Internship Position Announcement
Premier Properties of South Central Kentucky: Social Media, Marketing, and Office Management
https://www.ppscky.com.

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

Contact (for information about the internship program):
  Dr. Jessi Thomsen | CH 7K | jessi.thomsen@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 contribute 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.

The successful applicant will enroll in the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for the class, earning 3 hours of credit.

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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. Jessi Thomsen | CH 7K | jessi.thomsen@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 contribute 8–12 hours per week. Most of the hours will be completed on-site at the Refuge Bowling Green office. (Office location: 422 East Main Ave., Space B, Bowling Green, KY 42101)

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.

The successful applicant will enroll in the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for the class, earning 3 hours of credit.

Contact (for information about the internship position itself):
Ms. Karrie Morris | 231 South College St., Franklin, KY 42134 | instructor@scliteracycenter.org

Contact (for information about the internship program):
Dr. Jessi Thomsen | CH 7K | jessi.thomsen@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 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 enroll in the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for the class, earning 3 hours of credit.