



Internship Position Announcement

Department of English

Story & Profile Writer

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

Contact (for information about the internship position itself):

Dr. Trini Stickle | Professor and Department Chair | trini.stickle@wku.edu

Contact (for information about the internship program):

Dr. Jessi Thomsen | GH 329 | 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.

Primary Responsibilities: This internship is particularly well-suited for students who have interest in or experience with creative storytelling, journalistic writing, multimedia content creation, interviewing, and/or professional writing and editing. The intern will develop profiles, stories, and content that promote and highlight events, activities, and people within the Department of English. 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.

- Pitch, write, revise, and edit stories for the department newsletter, bulletin boards, website, and social media (e.g., theme campaigns for events or a month of recognition).
- Research and draft alumni, student, and faculty profiles.
- Repurpose text and images to share on a variety of platforms with different audiences.
- Collaborate with faculty and staff to identify story and photo opportunities.
- Attend department events, interviewing participants and taking photos.
- Adapt existing content for sharing on social media.
- Attend weekly on-campus meetings with supervisor and other intern(s).

Qualifications:

Successful applicants will be enrolled in a four-year college program and have previous experience with writing and editing. All qualified applicants are welcome, but details of this position may differ for applicants who are employed in another paid position at WKU.

Must be a skilled writer and proficient in Microsoft Office.

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 **ENG 299 Teaching Assistant**

Contact (for information about the internship position):

Dr. Jane Fife | jane.fife@wku.edu

- ENG 299-001: Tu/Th 11:10 a.m.–12:30 p.m.

Contact (for information about the internship program):

Dr. Jessi Thomsen | GH 329 | 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: Potential interns for this placement must be available during times that the ENG 299 class meets: attending class is a requirement for this internship. Interns must devote 8–12 hours per week to their internship, hours that 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 activities.
- 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.
- Research and present about career resources.

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 **Kentucky Kids on the Block** **Non-Profit Program & Data Assistant** <https://kykob.org>

Contact (for information about the internship position itself):

Ms. Ashley Reynolds, executive director | ashley@kykob.org

Ms. Amanda Guerra | amanda@kykob.org

Contact (for information about the internship program):

Dr. Jessi Thomsen | GH 329 | 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. Some of the hours may be completed remotely; however, on-site meetings and work will be required at the Kentucky Kids on the Block office. (The office is located in the Higgins Center for Nonprofits: 958 Collett Ave., Suite 100, Bowling Green, KY 42101.)

Responsibilities: Kentucky Kids on the Block is a local non-profit that provides ongoing education and prevention through puppet show programming for children and the community. The intern will learn about the non-profit, will assist with organizational tasks, and will complete data entry following the programs. The list below includes several possible activities; however, individual internship experiences are negotiated each semester between the supervisors and the current intern.

- Grade and enter teacher feedback forms into spreadsheets following programs.
- Read letters from students following programs, pull red flag letters and give to Director of Programs.
- Use a key phrase tool to grade student letters, grade student pre-post surveys, enter data into spreadsheet, and file all program data.
- Create program contracts/prepare to mail out each month.
- Update online calendar.
- Type up meeting minute notes from programming meetings. (Meetings will primarily be scheduled during the organization's office hours, 8 a.m.–4:30 p.m.)
- May complete minimal revisions on scripts, depending on qualifications and need.

Qualifications

- Proficiency with Microsoft Office and Google Docs.
- Proficiency with entering data in spreadsheets.
- Excellent verbal and communication skills.
- Ability to collaborate with several people on a shared document.
- Self motivation and reliability to complete projects with minimal supervision.

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 South Central Literacy Council Adult Education Non-Profit Assistant scliteracycenter.org

Contact (for information about the internship position itself):

Ms. Karrie Morris | instructor | karrie@scliteracy.org

Contact (for information about the internship program):

Dr. Jessi Thomsen | GH 329 | 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 South Central Literacy Council in Franklin; however, some tasks may be completed remotely. (The office is located on the 2nd floor of Franklin Presbyterian Church, 201 North College Street in Franklin, Kentucky.)

Responsibilities:

The Conversational ESL Program at South Central Literacy Council—a 501(c)(3)—in Franklin, Kentucky, helps adult learners gain real-world English skills. Through discussion-based learning, we focus on speaking and listening, using practical grammar lessons and real-life scenarios. We also integrate cultural context to help learners navigate social and professional environments confidently with the tools they need for effective communication in everyday life, the workplace, and beyond. The program is committed to making a meaningful impact and welcomes fresh ideas. The internship will include the opportunity to help the English Language and Adult Education Instructors with planning and leading lessons. It will also include an opportunity to assist with the activities and needs of a nonprofit organization.

The list below includes several possible activities. The Center will aid the intern in selecting the appropriate combination of activities, depending on the intern's interests and the Center's needs:

- Assist with conversational ESL classes and activities, both in person and online.
- Help create writing prompts, worksheets, and other classroom materials.
- Work with students individually or in small groups on English conversation, reading, and writing.
- Help students practice grammar, vocabulary, and everyday communication.
- Assist with preparing lessons and classroom activities.
- Help with proofreading, editing, and other writing projects.
- Assist with social media, newsletters, and outreach materials.
- Help with community events and special projects.
- Assist with volunteer coordination and general office tasks.
- Help with other nonprofit activities depending on their interests and our needs.

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

WKU Library

Archival Assistant

<https://www.wku.edu/library/services/archives/>

Contact (for information about the internship position itself):

Mr. Sebastian Themelis | University Archivist | sebastian.themelis@wku.edu

Contact (for information about the internship program):

Dr. Jessi Thomsen | GH 329 | 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. All hours will be on-site at Cravens Library.

Responsibilities:

This internship is designed for students who have an interest in archives and libraries, historical research, information and database management, teaching with primary sources, and community engagement, alongside their work with literature and writing. The intern will gain hands on experience with a wide array of archival material dating back to the late 1800s (documents, photographs, VHS tapes, reel-to-reels, and much more), library and archival databases and cataloging systems, research support, instruction with primary sources, and physical and digital preservation practices. The responsibilities for this role include:

- **Processing Archival Material:** Help make our collection more discoverable by surveying and organizing unprocessed archival materials of all formats, creating preliminary inventories, and digitizing documents and photographs.
- **Reference & Records Request Support:** Contribute to research and scholarship on and off campus by locating materials in response to research, alumni, and community requests, retrieving and compiling materials for review by University Archivist.
- **Archival Instruction:** Contribute to learning on campus by assisting in teaching sessions. These may be short, informational visits, or full-class sessions involving archival material.
- **Exhibit Case:** Design and implement an exhibit case for the Special Collections Reading Room of engaging and unique material from the archives, centered around a theme of the intern's choosing.

Qualifications:

The successful applicant should have an interest in history and a desire to help make historic archival material more accessible. They should be enrolled in a four-year college program and have previous experience with research, writing, editing, communication, and public speaking skills. Experience using Microsoft Office programs is preferred, but not necessary.

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.