

# Internship Position Descriptions

Fall 2021

<https://www.wku.edu/english/internships/index2.php>

---

For Fall 2021, 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. Advising and Career Development Center (ACDC) Content Writer and Editor
2. Center for Teaching and Learning (CITL) Content Writer and Social Media Assistant
3. Department of English Story and Profile Writer
4. ENG 299 Teaching Assistant (with Dr. Gillian Knoll)
5. ENG 299 Teaching Assistant (with Dr. Gillian Knoll)
6. FILM 201 Teaching Assistant (with Dr. Ted Hovet)
7. FILM 201 Teaching Assistant (with Dr. Dawn Hall)
8. Film Screening Assistant
9. Office of Scholar Development Communications
10. Potter College of Arts and Letters Dean's Office Communication Assistant
11. Premier Properties of Southcentral Kentucky Social Media and Marketing
12. Refuge Bowling Green Grant Writer
13. Simpson County Literacy Center Adult Education Non-Profit Assistant
14. Department of Theatre and Dance Communications

**Deadline: Wed., March 31, 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](mailto:angela.jones@wku.edu)), before **noon on Wed., March 31.**

\* To streamline the process, please use the same form to apply for multiple positions. Hint: if Fall 2021 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 being placed during this semester.

*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. She will review your application with Dr. Langdon, Department Head, and let you know if the placement meets the program's requirements.

*Course information and enrollment:* all English Department interns must enroll in ENG 369 or ENG 389. These internship courses support students' first internships and second internships, respectively. The courses 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 gives an overview of the requirements that must be completed for the courses and notes the program's placement requirements for the internship itself.

After students are accepted into internship placements, Dr. Jones works with Ms. Nessler to arrange for their enrollment in the appropriate internship course.



## Internship Position Announcement

# Content Writer and Editor

### Advising and Career Development Center

---

**Contact** (for information about the internship position):

*Ms. Anna Meany, [anna.meany@wku.edu](mailto:anna.meany@wku.edu)*

**Contact** (for information about the internship program):

*Dr. Angela Jones, [angela.jones@wku.edu](mailto: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:** Interns devote 8–12 hours per week to their internship. For this placement, the intern will work on-site in DSU in provided office space.

#### **Responsibilities:**

We're looking for a motivated writer to create blog posts on our website. You'll be writing articles related to career exploration, career education, and career experience. Some content will be required, but you will mostly be encouraged to bring original ideas to this position.

- Write, edit, and proofread quality content for department website related to our departmental goals.
- Write a minimum of one blog post/week of varying lengths.
- Collaborate with Career Staff to brainstorm ideas for content and marketing.
- Contribute to development and production of marketing campaigns, including email marketing, social media accounts, and DSU TV.
- Coordinate with graphic designer produce relevant artwork for articles and site.
- Create and manage content production calendar.



## Internship Position Announcement

# WKU Center for Innovative Teaching & Learning

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

---

**Contact** (for information about the internship position):

*Dr. Micah Logan, micah.logan@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:** applicants for this placement must be available throughout the semester and will work 8–12 hours per week during a semester to assist in communication duties and complete related tasks.

### **Responsibilities:**

This intern collaborates with the director and associate director of CITL in several ways. This list below includes several *possible* activities; however, individual internship experiences will be negotiated between Dr. Logan and the current intern.

- Do research, write brief reports, and present on the most current scholarly/research literature on student success initiatives (such as gateway course redesign, first-year experiences, open educational resource courses).
- Do research on other Centers for Teaching and Learning and suggest how CITL can both enhance its programming and present itself more effectively.
- Integrate the department's social media, website, and print materials to create a cohesive departmental identity.
- Maintain existing social media accounts and increase activity (mostly Twitter)
- Track the department's social media accounts using analytics.
- Compile and post stories about WKU's most innovative and successful teachers, teaching practices and/or initiatives. The aim will be to enhance and popularize the section of the CITL website we call "Faculty Spotlight."
- 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

### Department of English: Story & Profile Writer

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

---

**Contact** (for information about the internship position itself):

*Mary Montenegro*, [mary.montenegro@wku.edu](mailto:mary.montenegro@wku.edu)

**Contact** (for information about the internship program):

*Dr. Angela Jones*, [angela.jones@wku.edu](mailto: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 programs.

Although not required at the application stage, applicants will be required to submit three writing samples to demonstrate their writing skills at the screening stage. Writing samples could include academic papers, blogs, articles, or short stories.

**Primary Responsibilities:** Attend various 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; draft alumni, student, and faculty profiles. This internship is particularly well-suited for students who have experience with interviewing and journalistic writing.

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

- General Story Content: Create and edit content for the English Department newsletter, website, and social media.
- Profile Content:
  - Develop a series of standard questions to ask each category of subject (alumni, faculty, staff, and current students).
  - Learn to ask follow-up questions based on responses to standard questions.
  - Develop a process for gathering materials about profile subjects.
  - Draft, revise, edit, and format profiles.
  - Format and store profiles so they can be shared in a variety of venues with a variety of audiences.
- 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** (v.2)

---

**Contact** (for information about the internship position):

*Dr. Gillian Knoll*, [gillian.knoll@wku.edu](mailto:gillian.knoll@wku.edu)

- ENG 299-2: MWF 9:10–10:05 a.m.
- ENG 299-1: MWF 10:20–11:15 a.m.

**Contact** (for information about the internship program):

*Dr. Angela Jones*, [angela.jones@wku.edu](mailto: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 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, 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 **FILM 201 Teaching Assistant**

---

**Contact** (for information about the internship position):

*Dr. Ted Hovet*, ted.hovet@wku.edu

- FILM 201-3: MW 1:50-3:10 p.m. and M 3:30-6 p.m.

*Dr. Dawn Hall*, dawn.hall@wku.edu

- FILM 201-4: MWF 10:20–11:15 a.m. and M 3:30–6 p.m.

**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 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 FILM 201).

**Responsibilities:**

This intern assists Dr. Hovet or Dr. Hall, the professors teaching FILM 201, 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 the 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 to allow FILM 201 students to obtain out-of-class assistance from a peer.
- 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

# Film Screening Assistant

---

**Contact** (for information about the internship position):

*Dr. Dawn Hall, dawn.hall@wku.edu*

Times screenings occur:

- M 4:00-6:30 (FILM 369 screening)
- T 4:00-6:30 (ENG/FILM 366 screening)
- W 3:30-6:00 (ENG 365 screening)

**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 weekly film screenings occur because hosting those screenings is a requirement for this internship. Interns devote 8–12 hours per week to their internship placement.

**Responsibilities:**

This intern assists faculty members teaching FILM and/or ENG 365, 465, 366, 369, and 466 in several ways. The list below includes several expected activities; however, enrolling in ENG 369 or ENG 389 is required.

- Operate screening-related technology (e.g., Blackboard, smart carts).
- Coordinate screenings among multiple faculty members with different pedagogical and organizational styles.
- Take attendance at each screening.
- Introduce selected films at screenings, in consultation with instructors.
- Research to discover appropriate facts and information for select film introductions, in consultation with instructors.
- Shut down equipment and close/lock up room at end of each screening.
- Ensure you know how to get any physical media (e.g., DVDs) back to instructor.
- 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 Office of Scholar Development <http://www.wku.edu/osd>

---

**Contact** (for information about this specific internship):

*Dr. Melinda Grimsley* (Coordinator of International Scholarships), [osd@wku.edu](mailto:osd@wku.edu)

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

*Dr. Angela Jones*, CH 115, [angela.jones@wku.edu](mailto: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:** Fall 2021 semester.

**Qualifications:**

- Strong writing skills, especially re: audience, tone, and content
- Interest in collaborative work powered by constant drafting and revision

**Responsibilities:**

Interns will work with OSD staff to develop a variety of communications projects including:

- Synthesizing student reflections on scholar development and national scholarship application processes.
- Creating content for OSD and other unit websites to promote scholar development and nationally competitive scholarships.
- Creating standardized communication for multi-step applicant journeys.
- Drafting student profiles for university publications.
- 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 a syllabus for ENG 369, the English Department internship course conducted through Blackboard, see TopNet. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.

\*\* 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

### 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](mailto:kelly.scott@wku.edu)*

**Contact** (for information about the internship program):

*Dr. Angela Jones, [angela.jones@wku.edu](mailto: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.

#### **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.

- 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, 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.
- Assist with promotional duties for the college and Cultural Enhancement Series, 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. 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**  
<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. 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 (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
- 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 Grant Writer

<http://refugebg.com>

---

**Contact** (for information about the internship position itself):

*Ms. Alice Tarnagda, co-director, [alice@refugebg.com](mailto:alice@refugebg.com)*

**Contact** (for information about the internship program):

*Dr. Angela Jones, [angela.jones@wku.edu](mailto: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.

### Qualifications

- Proficiency with Microsoft Office
- Ability to research grants
- Self-starter, able to work on projects with minimal supervision
- Able to move between projects, research, and reporting with ease

### Responsibilities:

- Research grants that would support our current programming in the categories of education, occupation, and recreation. (See our website for more detailed information about our programming: [refugebg.com](http://refugebg.com).)
- Research grants that would provide funding for additional staff positions.
- Use research results to develop a list of prospective grants and create a yearly grant submission timeline.
- After selecting appropriate grants, complete and submit grants
- Complete smaller local grants (from funders such as Walmart and local banks) that would support programs we offer.
- Monitor tracking and reporting needs for current grants and any new grant awards.
- Update newsletters and send out on a quarterly basis.
- 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](http://readtobefree.org)

---

**Contact** (for information about the internship position itself):

*Kathryn King*, 231 South College Street Franklin KY 42134, [kathryn@scliteracycenter.org](mailto:kathryn@scliteracycenter.org)

**Contact** (for information about the internship program):

*Dr. Angela Jones*, CH 115, [angela.jones@wku.edu](mailto: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.

### **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 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

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.



## 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):

*Ms. Rachel Cato, [rachel.cato@wku.edu](mailto:rachel.cato@wku.edu), (270) 745-5845*

**Contact** (for information about the internship program):

*Dr. Angela Jones, [angela.jones@wku.edu](mailto: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:** applicants for this placement must be available throughout the semester and will work 8–12 hours per week during a semester to assist in communication duties and complete related tasks.

**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 the appropriate internship course (ENG 369 or ENG 389) and complete all requirements for it, earning 3 hours of internship credit.