



Internship Position Announcement Department of English Profile Writer <http://www.wku.edu/english>

Contact (for information about the internship position itself):

Dr. Rob Hale, CH 135, rob.hale@wku.edu

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(s) must be available throughout the semester and will work 8–12 hours per week to maintain and expand the department's collection of profiles and complete related tasks.

Responsibilities:

Intern(s) collaborate with Professor Hale and other faculty and staff members in the Department of English to build a library of profiles of alumni, faculty, staff, and current students. This internship is particularly well-suited for students who have experience with interviewing and journalistic writing.

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

- Develop a series of standard questions to ask each category of subject (alumni, faculty, staff, current student).
- 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 ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *

* To review a syllabus for ENG 369, the internship course conducted through Blackboard and email, please see TopNet for this semester. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.



Internship Position Announcement
Department of Music:
**Social Media, Marketing, and Office
Management**
<http://www.wku.edu/music>

Contact (for information about the internship position itself):

Dr. Scott Harris, FAC 351, scott.harris@wku.edu

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(s) must be available throughout the semester and will work 8–12 hours per week (including evening and weekends) to maintain the department's social media accounts and web presence, assist in marketing initiatives (possibly also in Potter College), and work in the music office.

Responsibilities:

Intern(s) collaborate with Dr. Harris, Head of the Department of Music, in several ways. The list below includes several possible activities; individual internship experiences are negotiated each semester between Dr. Harris and the current intern. Enrolling in ENG 369, however, is required.

- Maintain existing social media accounts (e.g., Facebook and Twitter).
- Explore the possibility of adding and potentially create and manage new social media accounts (e.g., YouTube, Instagram).
- Increase social media reach and/or presence.
- Attend multiple events to personally describe and photograph for social media content.
- Maintain departmental web site (as needed).
- Integrate department's social media, website, and print materials.
- Assist with departmental marketing initiatives for concerts/events.
- Assist in office management.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *

* To review a syllabus for ENG 369, the 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.



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. 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: 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 ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *

* To review a syllabus for ENG 369, the internship course conducted through Blackboard and email, please see TopNet for this semester. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.

Internship Position Announcement

ENG 299 Teaching Assistant

Contact (for information about the internship position):

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

- ENG 299-2: 9:35–10:55 a.m. TR

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: 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 (including the time they meet in class with their section of ENG 299).

Responsibilities:

This intern assists Dr. Hovet, 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 ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *

* To review a syllabus for ENG 369, the 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.



Internship Position Announcement

School of Engineering & Applied Sciences: Story Harvester

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

Contact (for information about the internship position itself):

Dr Stacy Wilson, EBS 2101, stacy.wilson@wku.edu

Liz Fogle, EBS 3104, liz.fogle@wku.edu

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(s) must be available throughout the semester to work 8–12 hours per week to identify and collect interesting stories about WKU SEAS, craft those stories into appropriate forms (short articles as well as long-form pieces), and share those stories in print, web, and social media. Other related tasks may be involved, including photography and video materials.

Responsibilities:

Intern(s) collaborate with Dr. Wilson, Director of the School of Engineering and Applied Sciences, or Liz Fogle, Industrial Liaison, in several ways. The list below includes several possible activities; individual internship experiences are negotiated each semester between Dr. Wilson and the current intern(s). Enrolling in ENG 369, however, is required.

- Develop story ideas in a regular workshop setting, often involving other engineering faculty, staff, and students.
- Develop stories into forms suitable for both web and print presentations. Utilize visual media skillfully.
- Cultivate and maintain genuine curiosity and openness to all things geeky.
- Support departmental web site maintenance and expansion.
- Assist with departmental marketing initiatives:
 - recruiting brochures and materials,
 - alumni connections,
 - communication with patrons, donors, and audiences.
- Craft a social media strategy and sustainable processes for WKU School of Engineering and Applied Sciences.
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *

* To review a syllabus for ENG 369, the internship course conducted through Blackboard and email, please see TopNet for this semester. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.



Internship Position Announcement Office of Scholar Development <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. 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(s) must be available throughout the semester to advise scholarship/internship applicants.

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 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

Pare and Flourish

Social Media Marketing

<http://www.pareandflourish.com>

Contact (for information about the internship position itself):
Skylar Wooden, skylar.wooden@gmail.com

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(s) must be available throughout the semester and will work an average of 8 to 10 hours per week. (A minimum of 8 hours/week is required to earn course credit.) The main objective of this internship is to help Pare and Flourish (P&F) increase its reach within Kentucky.

Responsibilities:

Intern(s) collaborate with Skylar Wooden, Co-Founder of Pare and Flourish, to increase P&F's reach in Kentucky.

Accordingly, the list below includes several *possible* activities; individual internship experiences are negotiated each semester between Skylar Wooden and the intern. Enrolling in ENG 369, however, is required.

- Follow the weekly marketing plan to schedule social media posts, which will include articles, events, promotions, and giveaways
- Research social media marketing plans to increase social media presence (mainly within Kentucky)
- Craft a social media campaign for one event (to be later used on a digital portfolio)
- Create social media content to use across Facebook, Twitter, Instagram, and LinkedIn
- Attend monthly events, if available, to learn the process, help with setup and takedown, and largely to benefit from the discussion
- Write two articles about your current place in your education, work, or other possible areas of interest (for example, *Five Things You Must do Before Graduation*)
- Check in once per week, face-to-face or via email to discuss your week, what you did, what you learned, and ideas you may have
- Enroll in ENG 369, an internship course, and complete all requirements, earning 3 hours of internship credit*

* To review a syllabus for ENG 369, the 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.



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. 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(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.

- Write and edit for Potter College publications for student services, philanthropy, and Cultural Enhancement Series.
- Assist in Cultural Enhancement Series event planning.
- Edit and update the Potter College 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, 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.

* To review a syllabus for ENG 369, the 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.



Internship Position Announcement Professional Writing Program Social Media Marketing

<http://www.wku.edu/english/professional-writing>

Contact (for information about the internship position itself):

Dr. Daniel Liddle, CH 7K, daniel.liddle@wku.edu

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(s) must be available throughout the semester and will work 8–12 hours per week to develop and research best marketing strategies for the Professional Writing program, edit social media sites and other documents, and complete related tasks.

Responsibilities:

Intern(s) collaborate with Dr. Liddle to help market the Professional Writing Program (PWP) to future students. In essence, the PWP intern will help PWP faculty figure out what story we want to tell potential students about the program and how to best tell that story.

Accordingly, the list below includes several *possible* activities; individual internship experiences are negotiated each semester between Dr. Liddle and the intern. Enrolling in ENG 369, however, is required.

- Research and develop a comprehensive marketing plan for the Professional Writing Program:
 - Assess the effectiveness of existing social media strategy.
 - Maintain existing social media accounts (e.g., Facebook and Instagram)
 - Increase social media reach and/or presence (YouTube, Snapchat)
 - Integrate program's social media platforms with English department's social media platforms
 - Survey social media platforms for innovative strategies for marketing PW to desired audiences
- Maintain program bulletin board and shadowbox
 - develop and maintain visual design
 - manage, edit, and update individual or area sections
- Enroll in ENG 369, the internship course, and complete all requirements for it, earning 3 hours of internship credit. *

* To review a syllabus for ENG 369, the 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.



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.

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

* To review a syllabus for ENG 369, the internship course conducted through Blackboard and email, please see TopNet for this semester. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.



Internship Position Announcement Southern Kentucky Book Fest

<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. 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 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. *

* To review a syllabus for ENG 369, the internship course conducted through Blackboard and email, please see TopNet for this semester. Although Dr. Jones revises the syllabus each semester, the current one will provide an overview of the general course requirements.