



Internship Position Announcement

Department of English: Story & Profile Writer

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

Contact (for information about the internship position itself):

Dr. Alison Langdon | Professor and Department Chair | alison.langdon@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: Tu/Th 12:45–2:05 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 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.

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 **Refuge Bowling Green Publications & Grant Writer** <http://refugebg.com>

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 | 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. Most of the hours will be completed on-site at the Refuge Bowling Green office. (WKU Innovation Center, 2413 Nashville Road, Bowling Green, KY 42101)

Responsibilities:

Refuge BG is a local nonprofit that offers programming for English language learning, community building, and other services for foreign-born individuals and community members. This intern will contribute to Refuge BG by learning about the organization's programming, assisting with grant writing, and contributing to media and publications. The list below includes several *possible* activities; however, individual internship experiences are negotiated each semester between the supervisors and the current intern.

- Make weekly posts on social media and/or update the brochure or website.
- Create and send a monthly newsletter with highlights, pictures, and stories.
- Learn about and assist with the grant writing process for smaller grants.
- Assist with the completion of portions of larger grants.
- Edit and update content for recurring and renewable grants.
- Research grants that would support current programming and staff salaries.
- Use research results to develop a list of prospective grants and create a yearly grant submission timeline.

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

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 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 will be able to be completed remotely. (The office is located at 231 South 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 work with the 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 and to learn 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 and with donor relations.
- Develop and work on projects that encourage community building.

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

Staircase Wine Shop: Digital Content Creator & Newsletter Writer

<https://www.staircase.wine>

Contact (for information about the internship position itself):

Mr. Bill Kehrwald | staircasewineshop@gmail.com

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 to manage the business's social media accounts and web presence, assist in marketing initiatives, write and design a newsletter, and produce promotional materials.

Location: The shop is located at 902 State Street, Bowling Green, KY. The intern's time will be split roughly 50/50 between on-site and remote work.

Responsibilities:

The intern will collaborate with Mr. Bill Kehrwald, small business owner, in several ways. The list below includes several possible activities; individual internship experiences are negotiated each semester between Mr. Kehrwald and the current intern. Enrolling in ENG 369, however, is required.

- Maintain existing social media accounts (e.g., Facebook & Instagram)
- Increase social media reach and/or presence.
- Integrate business's social media, website, and print materials.
- Assist with marketing initiatives.
- Develop a newsletter.
- Update infographics and wine club notes.
- Additional duties to be assigned, as needed.*

Qualifications:

- Must be at least 21 years of age.
- Proficient in both visual and written communication.
- Familiarity with or willingness to learn programs and platforms such as Canva, Squarespace, and Square.

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.

*The intern will not be involved with or responsible for any retail/alcohol sales.