



Internship Application Form

Spring 2024

Instructions: Complete this form and return it to Dr. Jessi Thomsen, Interim Internship Coordinator, as an email attachment in .doc or .docx format by **noon** on **Tues., November 21, 2023**. If you have any questions about the application process, contact Dr. Thomsen at jessi.thomsen@wku.edu.

Name:

Application date:

Email address:

WKU ID (no dashes):

Telephone number where you can most easily be reached:

Major/concentration (boldface one):

English (Literature)
Creative Writing

English for Secondary Teachers
Professional Writing

or other major (please indicate):

Minor (if applicable):

Expected graduation date (month and year):

Position(s) for which you are applying: **boldface** each one for which you would like to be considered.

1. Dept of English Story & Profile Writer
2. PCAL Dean's Office Communication Assistant (apply by 11/17)

3. Premier Properties of Southcentral Kentucky Social Media, Marketing, Office Management
4. Refuge Bowling Green
5. Simpson County Literacy

6. other/self-generated (complete the supplemental form below)

English courses beyond 100, 200, and 300 that you will have completed as of Dec. 15, 2023:

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References: names and telephone numbers of two WKU English teachers with whom you have had class and who could vouch for your work ethic and understanding of course material in the major:

1.

2.

Brief application statement (2 ¶s, 200–300 words): explain why you are applying for this internship and emphasize the specific skills and abilities you would bring to the position. If applying for more than one position, provide a separate statement for each one and label each statement with the number and name of its placement. (Note: if you are generating and proposing your own placement, omit this section. Complete the next section instead.)



Self-Generated Internship

Request to Consider Internship Placement for ENG 369 or 389 Enrollment

Instructions: Complete this portion of the form *only* if you are generating your own internship placement and would like to enroll in ENG 369 or ENG 389 and be eligible for English course credit for completing the internship.

Note: if you are applying for a position that Dr. Thomsen is advertising (a position listed on p. 1 of this file), delete this section of the form before submitting your application.

If you are proposing your own placement, Dr. Thomsen, interim internship coordinator, and Dr. Alison Langdon, department chair, will use the information on this form to evaluate your request.

Internship position title (e.g., Editorial Assistant, Social Media Marketer):

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Name of the organization offering the internship placement:

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Has this organization previously offered internships to WKU students for course credit? yes | no

If so, when and in what department(s)/division(s)?

Physical location/address of the organization offering the internship placement:

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Location(s) where internship activities would be performed, if different from organization's location:

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Name, title, and contact information (email address and phone number) of internship supervisor:

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List of primary internship responsibilities/activities/duties with an estimated time breakdown to show a total of 8–12 hours/week at the placement.

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Have you previously completed a Department of English internship (taken ENG 369)? yes | no

Brief application statement (2 ¶s, 200–300 words): explain what makes this internship placement appropriate for upper-level English credit and how it is a good fit for you as an English major or minor.