



## Internship Position Announcement

### Department of English: Story & Profile Writer

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

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

*Dr. Alison Langdon* | Professor and Department Chair | [alison.langdon@wku.edu](mailto:alison.langdon@wku.edu)

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

*Dr. Jessi Thomsen* | CH 7K | [jessi.thomsen@wku.edu](mailto: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.

**Qualifications:** Must be a skilled writer and proficient in Microsoft Office.

**Primary Responsibilities:** Attend 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 and staff to identify story and photo opportunities; draft alumni, student, and faculty profiles. This internship is particularly well-suited for students who have interest in or experience with interviewing and journalistic writing.

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.

- Story and profile content:
  - Pitch, write, revise, and edit content for the department newsletter, bulletin boards, website, and social media.
  - Attend department events, interviewing participants and taking photos.
  - Research profile subjects (current students, alumni, faculty).
  - Repurpose text and images so they can be shared on a variety of platforms with different audiences.
- Social media content:
  - Adapt existing content for sharing on social media.
  - Pitch and generate new content for social media (e.g., theme campaigns for an event or a month of recognition).
- Attend weekly on-campus meetings with supervisor and other intern(s).

*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**

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

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

- ENG 299: TR 9:35–10:55 a.m., CH 120

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

*Dr. Jessi Thomsen* | CH 7K | [jessi.thomsen@wku.edu](mailto: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 Puppet Program Script Writer & Updater** <https://kykob.org>

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

*Ms. Ashley Reynolds, executive director | [ashley@kykob.org](mailto:ashley@kykob.org)*

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

*Dr. Jessi Thomsen | CH 7K | [jessi.thomsen@wku.edu](mailto: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 remotely; however, some on-site meetings 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.)

### **Qualifications**

- Proficiency with Microsoft Office.
- Excellent verbal and communication skills.
- Strong creative writing skills.
- Knowledge of and experience with script writing for theater productions.
- Ability to collaborate with several people on a shared text.
- Ability to complete projects with minimal supervision and meet deadlines.
- Self motivation and reliability.

### **Responsibilities:**

- Revise and update existing Kentucky Kids on the Block puppet program scripts with the help of a programming committee.
- Write new Kentucky Kids on the Block puppet program scripts with the help of a programming committee.
- Collaborate with subject-matter experts to understand key concepts and language in the topic areas addressed in the puppet programs.
- Conduct independent research to gather information to be put into scripts.
- Attend script development meetings and programming meetings. (Some meetings will be held in person; others will be held virtually. Meetings will primarily be scheduled during the organization's office hours, 8 a.m.–4:30 p.m.)

**Intellectual property:** The work generated for this placement, as in most internship placements and workplaces, is what is known as “work for hire.” Therefore, although the intern will be able to use the scripts, with appropriate attribution, in their portfolio, Kentucky Kids on the Block will retain the copyright for the work.

*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 Office of Scholar Development Technical Writer & Editor

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

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

*Dr. Melinda Grimsley* | [melinda.grimsley@wku.edu](mailto:melinda.grimsley@wku.edu)

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

*Dr. Jessi Thomsen* | CH 7K | [jessi.thomsen@wku.edu](mailto: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 assist in communication duties and complete related tasks. At least half of the hours will be on-site at the Office of Scholar Development.

### **Responsibilities:**

The Office of Scholar Development (OSD) mentors WKU students and alumni applying for national scholarships to fund “academic extras” beyond what tuition covers. This intern will contribute to OSD’s mission by helping to record and standardize what are often highly organic recruiting and advising processes, ensuring the transferability of work and the office’s long-term success. Beyond gaining professional experience, an intern who is interested in applying for nationally-competitive awards themselves will benefit by “seeing behind the curtain” and gaining a competitive edge for their own national scholarship pursuits.

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

- Contribute to the Office of Scholar Development projects and communicate with staff.
- Create documentation for standard operating procedures (SOPs) for a variety of scholarships.
- Edit existing documentation.
- Assist in developing a consistent style and accessible format for documentation.
- Complete general office tasks and administrative processes (e.g., editing other communications), as needed.

### **Qualifications:**

Successful applicants will be enrolled in a four-year college program and have previous experience with writing and editing.

Proficiency with Microsoft OneDrive, Word, and Outlook is required. A familiarity with Slack and Airtable is preferred.

*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 Premier Properties of South Central Kentucky: Social Media, Marketing, and Office Management

<https://www.ppscky.com>

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

*Ms. Tomitha Blair* | [tomitha@ppscky.com](mailto:tomitha@ppscky.com)

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

*Dr. Jessi Thomsen* | CH 7K | [jessi.thomsen@wku.edu](mailto: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 (including some evening and weekends) to manage the company's social media accounts and web presence, assist in marketing initiatives, and produce videos profiling properties for sale.

**Location:** The intern's time will be split roughly 20/80 between on-site and remote work.

### **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.
- Additional duties to be assigned, as needed.

*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>

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

*Ms. Alice Tarnagda*, administrator and grant writer | [alice@refugebg.com](mailto:alice@refugebg.com)

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

*Dr. Jessi Thomsen* | CH 7K | [jessi.thomsen@wku.edu](mailto: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. (Office location: 422 East Main Ave., Space B, Bowling Green, KY 42101)

### 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

### Responsibilities:

- Make weekly posts on social media.
- Create monthly newsletter with highlights, pictures, and stories.
- Send monthly newsletter.
- Update current brochure with new stories, information, and pictures.
- Assist with the completion of portions of larger grants (approximately 3 during the semester).
- Research grants that would support our current programming and staff salaries.
- Use research results to develop a list of prospective grants and create a yearly grant submission timeline.

*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

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

*Ms. Karrie Morris* | instructor | [karrie@scliteracy.org](mailto:karrie@scliteracy.org)

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

*Dr. Jessi Thomsen* | CH 7K | [jessi.thomsen@wku.edu](mailto: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.*