How to apply for an English Department Internship in Writing

1. **Attend the Internship Information meeting on Friday, November 3, noon – 12:30 pm in CEN 4308 for information.** Or, have a look at the internship descriptions in the packet (if you’re looking at this document online, scroll down). Consider whether you meet the listed qualifications and your own interest in the internship experience described.

2. If you’d like help preparing effective application materials, the English department will be hosting a job letter and resume’ writing workshop on Monday, November 6, 4:00-5:00 pm in CEN 1920. Or, contact Career Services to learn how to put together a polished, professional resume and cover letter. Visit the Career Services website and request an appointment. Do this immediately! There can be a two-week wait for appointments at Career Services!

3. Using the training you receive from the English department workshop or Career Services, prepare your application packet. This packet must contain **all** of the following:

   - a well-written cover letter (you’re selling your writing ability with this document, so write and proofread carefully); this letter should be addressed to Dr. Jennifer Shaddock, Director of the Writing Internship Program (**do not address or send this letter to the site supervisor contact(s) listed in the internship description**);
   - an up-to-date, polished, flawless resume;
   - a copy of your transcript (one from CampS is fine);
   - a list of the internships you’re interested in, ranked in order of preference;
   - the names of two (2) English Department faculty who can vouch for your writing ability (and/or other relevant skills) and professionalism.

   **NOTE:** This packet of materials will NOT be forwarded to the site supervisors at the sites you select; please retain copies of these materials to bring with you to your interview(s) if you’re selected.

4. Put your completed internship packet in Dr. Shaddock’s mailbox in Centennial Hall 4105 no later than **3:00 pm on Wednesday, November 15, 2017.** Incomplete packets or packets received after this deadline will **not** be considered for an internship.

5. If you are chosen to interview (Dr. Shaddock will contact you by email), contact the internship site supervisor to set up an interview. You may also wish to contact Career Services to schedule training in interviewing skills. Contact Career Services: (715) 836-5358.

6. Go to your interview(s). Be polished, professional, and prepared (it’s a good idea to do a bit of research about the organization at which you’ll be interviewing before you get there).

7. If the internship site supervisor offers you a position and you accept, let Dr. Shaddock know immediately (shaddock@uwec.edu). In addition, you will need to complete this [eForm for English Internships](#) to register for 1-3 credits of ENGL 498: Internship in Writing. ENGL 498 is a requirement if you are interning for an English department internship. If you haven’t heard from an internship site supervisor within a week of your interview, email me to check on your status.

8. Once you’re registered for Engl 498, contact your site supervisor and set up a start date and first week schedule for Spring 2018.

9. **Attend the first class meeting** (the first week of classes Spring 2018) at the time/place scheduled for the course.
Barstow & Grand is the Chippewa Valley’s literary magazine, and we would love your help.

Barstow & Grand seeks an intern to assist in the production of our annual issue and to help build our organization. Creative Writing and English majors can expect a dynamic internship experience that values their creativity while teaching them technical and editorial skills required by the literary publishing industry.

Requirements:
- 10 hours a week, all completed off-site
- Strong email communication skills and monthly progress meetings
- Advanced reading abilities
- Some web design and social media skills, or the willingness to teach yourself
- Some event planning skills, or the willingness to teach yourself

Tasks:
- Participate in the reading and selection of pieces for the journal (interns will be placed on the prose or poetry reader team, depending on their aptitudes)
- Assist in building our website and social media presence
- Organize readings and panels as part of our submission window marketing
- Assist the editors in the construction of the issue, including some editorial responsibilities and author communication
- Assist in administrative duties, including issue sales

Benefits:
- Interns will develop mastery of Submittable, the industry standard for submission management
- Interns will gain experience in slush pile reading and management, preparing them for careers in publishing, lit journal work at the graduate level, and/or the submission of their own work
- Participate in a strong and growing community of writers, making connections locally and beyond, while building a professional resume and portfolio with authentic literary and creative work

Barstow & Grand is a growing organization, which means proactive and self-driven interns will have the opportunity to make significant and lasting impacts on the writing community connected to Western Wisconsin. If this sounds like a worthwhile experience, we’d love to invite you to be part of our team.
POSITION ANNOUNCEMENT

TITLE: Writing Intern

FACILITY: Beaver Creek Reserve is western Wisconsin’s premier environmental education and outdoor recreation facility located 12 miles east of Eau Claire. The Reserve has more than 400 acres of diverse habitat including upland woods, river bottoms forests, wetlands and savannah areas. Beaver Creek Reserve has a Nature Center, Youth Camp, Citizen Science Center, Observatory, Charter Science School and Butterfly House.

RESPONSIBILITIES: Responsibilities will be focused on several projects that change depending on the time of year. The main duties of this position will include:

- Editing and writing for the Beaver Creek newsletter, *Woodprints*
- Compiling, editing and writing content for the Beaver Creek website pages
- Contributing to, and editing the *Beaver Creek Connection* Blog
- Writing social media posts, email blasts and news releases
- Researching and writing grants for the Reserve

QUALIFICATIONS: Interested candidates possess good communication skills, be reliable, cooperative, enthusiastic, creative and flexible.

HOURS: Approximately 4-6 hours per week per semester. Some work may be completed at home.

CONTACT: Send letter of interest and resume to
Brianne Markin
Beaver Creek Reserve
S1 County Rd K
Fall Creek WI 54742
(715) 877-2212 (Phone & Fax)
e-mail brianne@beavercreekreserve.org
Writing / Video Recording Intern

The Chippewa Valley Cultural Association (CVCA), a nonprofit organization that owns and operates the Heyde Center for the Arts in Chippewa Falls, is seeking an English intern for Spring 2018.

This writing and video recording intern will interview and document stories of impact from visitors to the Heyde Center to show the importance of the arts (and the programs the CVCA supports) in people's lives. These narratives are critical to put a human face on the attendance numbers the CVCA has and to give flesh and understanding to these statistics. The work the intern does will help the Heyde Center move forward in proving its relevance and importance in community development.

Some of this information will come from interviews after performances, some will come from interviewing people that the intern and Executive Director identify (trying to get a mix of ages, gender, walks of life, etc.), and some can be obtained from previous materials (e.g., obtaining a historical timeline of the people involved since the CVCA was initiated 1976).

Qualifications:

- Ability to prepare for and carry out informative interviews
- Interest in the Heyde Center and willingness to research its history
- Strong writing skills for the Center’s various audiences
- Video recording and editing skills

The intern’s work will be disseminated through the annual fundraising dinner, the CVCA website, Vimeo, YouTube, annual reports, and major donors.

Compensation:

This is an unpaid internship, but the intern will receive free tickets to Heyde Center performances, recognition, and even a free lunch or two!
Chippewa Valley LGBTQ+ Community Center
Internship Opportunities

About Us
The Chippewa Valley LGBTQ+ Community Center is an all-inclusive non-political non-profit organization which serves as a resource for LGBTQ+ members of the Chippewa Valley. Our goal is to provide a safe space for members of the community as well as serve as a resource center. For more information about our organization you can visit our website, www.cvlgbt.info.

We have compiled three different internship opportunities; each fulfills three important goals:
1. Serve the needs of our organization
2. Provide tangible items that can be shared with others in a portfolio
3. Cover the necessary course work for a successful internship program

General Qualifications
- Believe in our mission towards equality and safety for all members of the Chippewa Valley
- Comfortable around people from all backgrounds
- Spend time at our office location at least once a week (negotiable)
- Attend regular meetings to discuss progress and responsibilities

Internship Plans
Grant Writer
- Work with the board of directors to determine what opportunities we have for grants
- Create a list of available grants and submit grant(s)
  - Find applicable grants for the organization and create a list for future application
  - Find a grant immediate application and put together documentation to submit grant

Handbook Development
- Review other non-profit handbooks as a base for creation of the handbook
- Create a handbook for volunteers
  - General information
  - Handling specific scenarios/issues
    - Answering the Phone, Helping Walk-Ins, Emergency Situations, Responding to Emails, Logging Volunteer Hours, Etc.

Outreach/Marketing
- Create a letter to be sent to businesses requesting donations (monetary and other types)
- Create a letter to be sent to individuals requesting donations
- Create a pamphlet to be used while attending outreach events
- Creating a trifold display for use at outreach events
- Write a monthly newsletter
- Possibly write press releases as necessary
- Work with the Media Liaison to address any needs
- Other general writing needs as necessary

Please reach out to Professor Shaddock, Internship Director (shaddoj@uwec.edu) with any questions, or if you are interested in joining us as an intern!
Writing Internship

English majors and minors with a passion for word culture in the Chippewa Valley—fiction, creative nonfiction, poetry, and all things writerly—find your niche in an internship focused on writing, editing, and developing content for the Chippewa Valley Writers Guild.

What is the Chippewa Valley Writers Guild?

The CVWG is a program of the Eau Claire Regional Arts Council and the University of Wisconsin-Eau Claire Foundation that seeks to support regional writers by serving as an organizing body committed to mentoring writers and writing groups, coordinating events, and providing outreach activities to the community. The CVWG also partners with Cirenaica, an arts-focused residency committed to craft, creation, education, and community building.

What Projects Will I Work On?

- Write articles for the CVWG newsletter (including interviews with local and visiting authors about their work and brief pieces about the craft of writing and the writing life)
- Use social media to promote CVWG events
- Communicate and coordinate with community sponsors on CVWG events
- Write and/or edit grants and progress reports on grant-related activities
- Maintain and update the CVWG Directory of local writing groups
- Maintain and update the CVWG calendar of guild and area writing events

What Skills and Qualifications Do I Need for a CVWG Internship?

- Strong writing, editing, and interviewing ability
- Ability to set and meet deadlines
- Knowledge of Microsoft Office, especially Word and Excel
- Familiarity with social media applications (Twitter, Instagram, Facebook)
- Interest in promoting word culture and writing craft in the Chippewa Valley

How Will I Benefit from an Internship with CVWG?

- Gain professional experience for your resume
- Development content for your professional portfolio
- Meet authors, attend CVWG events, participate in literary culture in the valley!
English Department Internship

The English Department internship offers a great opportunity to develop professional communication skills for the 21st century, including writing, editing, layout, website design, negotiation, and project management skills. The internship focuses on creating and producing various content pieces for the department website, social media, and other venues, including interviews with alumni, covering English events, as well as any human interest topics that may come up. Interns will also be expected to compile and promote English Department events via the department calendar and social media. If enough candidates are interested, internship responsibilities may be divided to create separate positions. This unpaid internship has the potential to be extended to a full academic year.

Responsibilities

- Researching, writing, editing web content and other materials for the English Department
- Maintaining connections with English alumni
- Identifying, planning, and implementing special projects
- Promoting, attending, and covering English department events
- Collaborating with English Department student organizations to promote events, meetings, and projects
- Coordinating with other interns
- Meeting regularly with internship supervisors

Qualifications

- Excellent written and oral communication skills
- Ability to work independently and collaboratively
- Attention to detail
- Ability to successfully work on multiple projects

Supervisors

Erica J. Benson (bensonej@uwec.edu) and Cathy Rex (rexcj@uwec.edu)
Girls on the Run of the Chippewa Valley
Grant Writing Internship

Girls on the Run is a unique, non-profit organization which uses running activities to instill important lessons about physical, mental, emotional, and social health to girls between grades 3-5. The goal of this 10-week program is to motivate girls to live healthier and happier lives.

The grant writing intern will research, write, revise, and submit grant applications for Girls on the Run of the Chippewa Valley. The writing intern will be primarily working independently but must also regularly coordinate with the Council Director. Internship will require between 8-10 hours per week.

Responsibilities/Projects Include:
- Understand and believe in the mission of Girls on the Run
- Continue the ongoing process of writing, editing, and submitting grants
- If Heart and Sole will be implemented into the curriculum, assisting with any related communications or publications
- Meeting regularly with supervisor to assess work and progress
- Assisting Girls on the Run of the Chippewa Valley with any other projects, assignments, or communications

Qualifications:
- Strong writing, editing, and communication skills
- Experience with Microsoft office (Word, Excel, PowerPoint)
- Ability to meet deadlines and self-motivated
- Ability to work independently and as part of a team
- Excellent organizational and research skills
- Ability to contribute 8-10 hours per week
- Willingness to learn and actively participate in Girls on the Run

Contact: Lynn Standorf, Council Director
Email: girlsontherunec@gmail.com
Phone: 715-514-5075
JONAH-JOINING OUR NEIGHBORS ADVANCING HOPE

JONAH is a Chippewa Valley grass roots organization that seeks to bring diverse people who share common values together and empower them to build a more fair and just community for all.

JONAH COMMUNICATIONS INTERN

BRIEF DESCRIPTION

The JONAH intern will earn 1-3 credits per semester and spend 3-9 hours per week during the semester maintaining, updating, and improving the JONAH website, Facebook pages, and other social media that JONAH may use for communications purposes. The intern will also serve as Assistant Editor for the JONAH Journal, JONAH’s newsletter. Bi-weekly, the intern writes progress reports and meets with the position supervisor. On occasion, the intern will attend JONAH board meetings, task force meetings, Communications Team meetings, and JONAH events.

JOB RESPONSIBILITIES

1. Use Word Press to maintain, update, and enhance the JONAH website, jonahjustice.org.
2. Edit and post website articles prepared by others.
3. Research, write, edit, and post original articles.
4. Keep the website calendar up to date.
5. When possible obtain photos or take photos for the website.
6. Edit photos as needed for website use.
7. Keep the JONAH Facebook site current by posting items several times a week.
8. Assist with publishing the JONAH Journal on a bi-monthly basis by editing articles, researching and writing articles, snapping and editing photos and working with the html editor in the JONAH SALSA database.
9. Provide assistance as needed with other JONAH communications, such as Upcoming Events Announcements.
10. Write bi-weekly progress reports.
11. Meet with the intern supervisor bi-weekly.
PREFERRED (BUT NOT REQUIRED) QUALIFICATIONS AND SKILLS

1. Experience with Word Press.
2. Familiarity with design for website readability and accessibility.
3. Familiarity with photo editing software.
4. Excellent writing and editing skills.
5. Speaking and listening skills.
6. Ability to work independently and on a flexible schedule.
7. Ability to meet deadlines.
8. Ability to function well as part of a team.
9. Desire to learn new things.
Internship Opportunities

Marketing Writing Intern Position

To apply for an internship, submit a resume and cover letter to
Lynn Barrie
lbarrie@jawis.org
Fax: 715-831-0274

Position Description

Junior Achievement of Wisconsin - Northwest District is a non-profit organization that presents area youth economic life skills through hands-on education programming. Volunteers present JA programs to K-12 students during the school day. The organization’s purpose is to inspire and prepare K-12 students to succeed in a global economy.

Start date preferably the week of 10/5/15. Flexible scheduling times available to work/intern up to 10 hours per week. This is an unpaid internship.

If you are a creative and motivated individual who is looking to gain practical writing experience and a few key pieces to add to your post-college portfolio, this may be an excellent learning opportunity for you as well as an interning with a first-rate nonprofit while building your resume.

You will work closely with the Marketing and Development Manager in the promotion and marketing of JA efforts writing pieces that positively promotes the organization.

Intern Responsibilities may include:
- Write posts for the District’s social media outlets that include Facebook, Twitter and Linkden engaging followers to interact while increasing brand awareness.
- Write media and news releases, editorial pieces, etc.
- Write JA stories featuring volunteers, alumni, students, etc.
- Write brief articles for bi-monthly e-newsletters and other marketing materials.
- Position may qualify for “service learning” credit.

If interested, please email a cover letter, resume and three references. (In your cover letter, please list the days and time of your availability to intern.) I look forward to hearing from you.
Internship Opportunities

Writing Intern Position

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Lynn Barrie
lbarrie@jawis.org
Fax: 715-831-0274

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- Write brief articles for bi-monthly e-newsletters and other marketing materials.
- Position may qualify for “service learning” credit.

If interested, please email a cover letter, resume and three references. (In your cover letter, please list the days and time of your availability to intern.) I look forward to hearing from you.
LTS Documentation Internship

Are you interested in a flexible position that will allow you apply your writing and editing skills outside the classroom as well as gain the necessary experience needed to succeed as a technical writer? We are looking for interns to assist with maintaining and developing both web documents and multimedia presentations for UW-Eau Claire’s knowledge base.

We will be interviewing prospective interns this fall for an internship beginning in the Spring 2018 semester, which means the student could take ENGL 498 in the spring if they choose to do so. Opportunities may exist for interns to keep these positions beyond their original internship.

Oh, and did we mention it’s PAID?

As an LTS Intern, you will:

- Author, maintain, and publish UW-Eau Claire’s knowledge base articles.
- Edit/Update campus web content.
- Copyedit materials and consult with UW-Eau Claire faculty and staff.
- Produce video tutorials using Camtasia and Audacity.
- Upload video content to YouTube channel and add captioning.
- Explore technical writing and documentation projects to boost your resume!

Qualifications:

- Excellent writing and editing skills
- Completion of ENGL 307 is helpful, but not required
- Available for a minimum of 10 hours per week
- Proficient in MS Office

If you have questions, please contact:
Brad Patton
pattonbw@uwec.edu
715-836-3821
Ronald E. McNair Postbaccalaureate Achievement Program
Editing/Writing Internship

McNair Program
The McNair program provides support for disadvantaged college students preparing for research-based doctoral study over their final two years at UWEC. The goal of the program is to increase acceptance rates in the short term and attainment of PhD degrees by students from underrepresented segments of society in the long term.

Role of Intern
Ideal applicants will be able to work of their own initiative with little supervision. The intern will assist McNair scholars in their preparation for graduate school by editing materials and reviewing the edits one-on-one with the individual.

Duties and Responsibilities:
• Communicate with McNair scholars and schedule one-on-one meetings
• Edit Curricula Vitae and Personal Statements for graduate school applications
• Edit abstracts for research articles
• Edit research papers for journal submission
• Complete other tasks as directed by intern supervisor

Required Qualifications:
• Prior completion of English 307 Editing and Publications Management
• Excellent grammar and spelling skills
• Distinguished attention to detail
• Ability to globally review submitted work
• Exceptional communications skills

This is a paid internship: $9/hour for 3-5 hours/week. Interns will be supervised by the director of the McNair program. The McNair office is located in Schneider 106 and will be utilized for appointments.
JOB DESCRIPTION

TITLE: Technical Writer Intern
PAY RANGE: Grade-12
FLSA STATUS: Non-Exempt
APPROVED DATE: 04/16

JOB PURPOSE

Collect, manage, and analyze information to develop, edit, and publish online and hard copy user documentation.

ACKNOWLEDGEMENT

This job description is intended to be an accurate reflection of the principal elements of the job for which it was written. It should not be construed as a description of all requirements but merely a guideline. It will be updated from time to time to reflect changes and/or additions. One may be required to perform other duties as assigned by a supervisor or management. This job description is not a contract for employment, and either you or Royal Credit Union may terminate employment at any time, for any reason.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Write and edit documentation for assigned projects
2. Create pages and publish information on the Team Member Portal
3. Develop interview questions to determine customer requirements for new and revised manuals and projects
4. Conduct in-person and telephone interviews with team members.
5. Adhere to the Royal Credit Union style guide for all written communication
6. Track versions of current and historical documents and related correspondence
7. Adopt and meet all assigned performance management goals and objectives
8. Communicate and live Royal Credit Union’s core purpose, values, and organizational culture daily
9. To complete all necessary duties as identified and trained to comply with the Bank Secrecy Act including but not limited to completion of CTR and SAR when necessary

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. Other duties as assigned by supervisor.
PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by a team member to successfully perform the duties and responsibilities of this job.

Must be able to:

- Remain stationary for reasonable periods of time typing and/or reading at a computer
- Remain stationary for reasonable periods of time communicating with team members, Members, and/or vendors by telephone
- Move around an office environment during a work day
- Communicate with team members, Members, and/or vendors by telephone and in person
- Sustain mental/visual attention for reasonable periods of time

Reasonable accommodations may be made to enable team members with disabilities to perform the principle duties and responsibilities.

KNOWLEDGE, SKILLS, AND COMPETENCIES

- Knowledge of modern office procedures and methods including telephone communications, office systems, and record keeping
- Knowledge of modern business communication, including style and format of letters, memoranda, minutes, and reports
- Good organizational skills
- Analytical and critical thinking skills sufficient to make decisions regarding daily work that is complex in nature
- Strong written and verbal communication skills
- Basic skill to use a personal computer and various software packages
- Must be proficient in Microsoft Office Products
- Basic service & sales skills
- Basic interviewing and listening skills
- Produce accurate and high-quality materials, data entry, and transactions
- Establish priorities, work independently, and proceed with objectives under minimal supervision
- Work in a team environment
- Perform routine and repetitive tasks
- Write reports, business correspondence, and produce manuals
EDUCATION & EXPERIENCE

- Student pursuing an English degree is required.
- Technical Editing course is required.
- Technical Writing emphasis is preferred.

LICENSES AND CERTIFICATIONS REQUIRED

- Must be bondable.

WORK ENVIRONMENT

Work is performed in an open office “cubical” environment with moderate noise level (i.e. computers, telephones, printers, etc.). Job will utilize standard office equipment and current technology. There may be occasions when the work environment is stressful. Occasional weekend or evening hours as needed. Occasional travel may be required.

Royal Credit Union is a tobacco-free environment.
Area Extension Director Writing Intern  

UW-Extension: Chippewa, Dunn, and Eau Claire Counties

*We teach, learn, lead and serve, connecting people with the University of Wisconsin, and engaging with them in transforming lives and communities.* More information about Cooperative Extension here: [https://ces.uwex.edu/](https://ces.uwex.edu/)

The intern will work with Catherine Emmanuelle, Area Extension Director (AED). Catherine supervises employees in three counties, and is the first AED for this area. There are many opportunities for the intern to help shape and create documents that will help to unify the area and employees, and will be utilized by local government elected officials that have some oversight responsibilities for each county Cooperative Extension office, and create resources for employees and constituents of this valuable community educational resource. The internship consists of a variety of research, literature reviews, writing, editing, and document design. Subject matter is of an administrative nature and is focused on research-based information. Work load will depend on the amount of time the intern can devote to the internship projects, 5-10 hours a week would be ideal.

Skills needed for this internship can vary with the project assigned but include one or more of the following: editing/proofreading abilities, ability to compile large amounts of information into a small write ups, press release writing experience, and research experience. Prefer that intern has a personal commitment to inclusive excellence, and a desire of working with issues that promote equitable access to educational opportunities for historically underrepresented, disadvantaged, and/or underserved populations.

Project topics would include one or more of the following:
- Writing and compiling template for the Annual Office Report for three counties
- Research and create email communication strategy
- Create an electronic directory of the educators in the three counties, that highlights educational efforts
- Research and create reports that identify educational opportunities to expand access to diverse and underserved populations
- Research funding opportunities for multi-program areas that Cooperative Extension can apply for, including areas such as: agriculture, civic engagement, youth development, community food systems, healthy eating, and possibly creating and/or editing grant proposals
- Creating media articles and press releases
- Research and design assistance related to best practices for increasing and diversifying applicant pools, including outreach and interviews for hiring process

Non-paid internship. Site is UW-Eau Claire campus.

Site Supervisor:

**Catherine Emmanuelle**
Area Extension Director  
University of Wisconsin - Eau Claire  
727 Hibbard Humanities Hall  
105 Garfield Avenue  
Eau Claire, WI 54701  
(715) 450-0823 (cell)  
[Catherine.Emmanuelle@ces.uwex.edu](mailto:Catherine.Emmanuelle@ces.uwex.edu)
WHAT YOU SHOULD EXPECT FROM US

Editorial interns serve an integral function at Volume One Magazine, helping with bi-weekly issues, daily website updates, special publications, and other tasks that come up throughout our production cycle. We hope this internship will teach you about the ins and outs of a small editorial operation, as well as give you a strong package of writing samples to use in your portfolio or for future applications.

The editorial staff at Volume One (Eric Christenson, Tom Giffey, Mike Paulus and Tyler Griggs) agree to do our best to help you grow as a writer and reporter and be on-call to answer any questions you have whether on a specific V1 story or on the industry in general to the best of our knowledge.

WHAT WE EXPECT FROM YOU

Volume One interns are given a lot of free reign over what they want to get out of the experience, but that comes with a lot of responsibility. We expect interns to keep themselves busy while in the office with V1 work. If you finish something, let us know and we’ll find something else or release you. We expect things to be done efficiently and on time — or for any issues to be communicated quickly and clearly.

Beyond that, we expect interns to be an active part of the V1 community. We love our interns to attend events, be around the office for meetings and fun activities and get to know our staff. That means being outgoing and inquisitive — asking questions, introducing yourself, etc. Getting to know our office will only make your internship more effective and fun: not to mention it will infinitely help us to find out what we can do to help you improve.

MINIMUM REQUIREMENTS

- 10 hours a week total work
- 6 hours a week in-office time
- 1 story (at least) per issue
- 1 Contributor Hang per semester

ABOVE & BEYOND GUIDELINES

- 10 hours a week in-office time
- 2-3 stories per issue
- All Contributor Hangs
- Some extra events

PERKS

- 20% off at The Local Store
- Free tickets to community events
- Workspace with wi-fi, coffee, etc.

NAME

SIGNATURE

EMAIL

PHONE

EDITOR
INTERNSHIPS OFFERED
AT WEAU 13 NEWS
1907 S. Hastings Way, Eau Claire, WI 54701
PH: 715-835-1313 FAX: 715-832-0246
Internships at WEAU 13 News are unpaid and intern must make arrangements with their University to gain academic credit.

• TV PRODUCTION INTERNSHIP

Customized training to include the following:

* Camera Operation
* Audio
* Character Generator
* Operating
* Observe what a production person is responsible for in the studio and control rooms.

Contact: Tom Benson, Productions Manager, WEAU 13 News
(715) 835-1313

• NEWS INTERNSHIP

Available internships in WEAU News:

* Producer (assist writing news copy, editing video tape and making news telephone calls)
* Photographer (shadow photographers on assignments, edit video tape, learn camera operations and lighting)
* Reporter (shadow reporter on stories, oversee reporter during writing and editing, Possibly put together own story)
* General newsroom internship: An overview of newsroom operations and systems

Contact: Andrew Fefer, News Director, WEAU 13 News
(715) 835-1313

(only Junior and Senior year students can apply for news internships)
Staff Writing Intern/Volunteer

Immediate Supervisor: Karman Briggs, Director of Jobs & Business Development

Hours/Week: Variable (Must have some availability during regular business hours)

Salary/Wage: Unpaid (Inkind Match)

Description:
The Staff Writing Intern/Volunteer writes e-newsletter content, client profiles/success stories for publication, grant applications and press releases. The intern will also edit business plans for clients. A strong emphasis is placed on working directly with business owners via phone, email and in person. Training is provided; however fresh, new ideas are encouraged! Interns may also be assigned other duties that arise.

Qualifications:
• Junior or Senior student status
• Major or minor in writing emphasis
• Excellent writing skills
• Proficient in Microsoft Office and Windows operating system
• Ability to communicate professionally with clients and other organizations

Benefits to Volunteer:
• Gain insight and knowledge into the functions of a nonprofit organization
• Create materials for a professional portfolio
• Develop interpersonal, research, writing, and communication skills while working directly with clients
• Service Learning Requirement Met and/or Internship Opportunities

ABOUT WESTERN DAIRYLAND COMMUNITY ACTION AGENCY
Western Dairyland Community Action Agency is a non-profit 501(c)3 human services organization and equal opportunity provider serving Buffalo, Eau Claire, Jackson, and Trempealeau Counties. The agency was established in 1966 to alleviate poverty-related conditions and provide opportunities that enable people to advance economically and socially. More information is available at www.westerndairyland.org

ABOUT WESTERN DAIRYLAND BUSINESS CENTERS
The Western Dairyland Business Center and Women's Business Center assist individuals interested in starting, expanding or improving a business through classes, networking events and one-on-one assistance. More information is available at www.successfulbusiness.org
Grant Writers Ambassador Program

Students who wish to apply for an internship within this program must have taken ENGL 409/609: Grant Proposal Writing. See four Grant Writing Ambassador Program internships below.
Mission Statement: Bolton Refuge House, Inc. creates safe space through programs and services for all persons impacted by domestic violence, intimate partner violence, and sexual assault, and advocates for social change.

BASIC FUNCTION: The position will provide grant research and perform grant writing services that fulfill the agency’s mission.

DUTIES AND RESPONSIBILITIES:

1. Understand Bolton Refuge House, Inc. (BRH) mission, vision and value statements.
2. Be informed on all services and programming.
3. Identify and prepare a list of potential grants at federal, state, local and private levels.
4. Research and prioritize appropriate funding sources as it pertains to the agency’s mission.
5. Development an efficient process for each assigned grant application, ensure inclusion of administrative staff.
6. Develop effective evaluation and data collection tools for use in grant applications and reports. and to enable the corporation's monitoring function.
7. Prepare grant drafts, financial budget and attachments with supervisor.
8. Must pass background check

QUALIFICATIONS:
- Completion of English 409/609: Grant Proposal Writing
- Excellent writing and language skills
- Well organized and detail oriented
- Must understand grant guidelines and program needs
- Must communicate well with supervisor/s
- Good computer and internet search engine skills

PHYSICAL REQUIREMENTS: limited
TERMS: set in internship.

CONTACT: Dr. Shaddock at shaddoj@uwec.edu.
JOB TITLE: Grant Ambassador Intern
LOCATION: ECAHMAA, 423 Wisconsin Street
SUPERVISOR: Director of Program Development, Sarah Klenz

Organization Background: The Hmong refugees began arriving in the United States after 1976. Although America offered safety from the threat of persecution, life in a new country was not without its challenges. The Eau Claire Area Hmong Mutual Assistance Association (ECAHMAA) was established to help Hmong families and individuals overcome cultural shock, language barriers, lack of education, and lack of job skills. These issues are relevant for both recently arrived refugees and established residents. For the past two decades the ECAHMAA has been sensitive to the needs of both groups within the Hmong community.

Since the ECAHMAA started, the Hmong population has grown to over 3,000 in the Chippewa Valley, making it the largest minority group in the area. The ECAHMAA is committed to empowering Chippewa Valley Hmong-Americans to become socially and economically self-sufficient. Founded in 1982, it is the only agency in the area specializing in providing services tailored to Hmong cultural and linguistic needs. ECAHMAA has provided Hmong-Americans with access to housing, health care, food, and educational opportunities. ECAHMAA houses the only Hmong-American bilingual Sexual Assault and Domestic Assault Advocates in Eau Claire.

Job Description: The Grant Ambassador Intern will be responsible for researching grant opportunities, assisting in grant reporting and writing grants with the assistance of Eau Claire Area Hmong Mutual Assistance Association (ECAHMAA) staff. The Intern will have the opportunity to meet with Program Managers, learn about grant searching, differentiate outputs and outcomes, and try development planning.

Job Duties:
1. Understand ECAHMAA’s mission, programs and background.

2. Research funding sources and participate in the L.E. Phillips Memorial Public Library Foundation Center presentation of “Introduction to Finding Grants.” For information, stop at Information & Reference on your next visit to the library, call 715-839-5004, or e-mail the library at librarian@eauclaire.lib.wi.us. After this training, you will be able to identify:
   - Who funds nonprofits and what are their motivations?
   - What do funders really want to know about the organizations they are interested in funding?
   - How do you identify potential funders and make the first approach?

3. Explore the larger program development process, including evaluation surveys and meetings with Program Managers. The Intern will meet with at least two (2) Program Managers to discuss their program’s needs and barriers. During these meetings, you must be able to conduct yourself professionally. After each meeting, you will be expected to write-up a summary plan.
4. Review and analyze outputs and outcomes for use in grant applications.

5. Prepare grant drafts and budgets and review with Director of Program Development.

6. Complete assigned grant application(s), including the contributions of other staff if necessary. Intern will be exposed to both a federal or state grant and a local or foundation grant.

**Job Qualifications:**

- Completion of English 409/609: Grant Proposal Writing
- Ability to work in a diverse environment
- Willingness to sign a confidentiality agreement
- Strong research and writing skills
- Cultural competency and sensitivity
- Students with bi- or multi-cultural backgrounds encouraged to apply

**PHYSICAL REQUIREMENTS:** This position requires long periods of sitting and sometimes standing. The intern may visit other programs off-site. Specific vision and hearing abilities required by this job include close vision and sensitive hearing. Personal transportation or reliable transportation to work is required. If reasonable accommodations are required, please notify ECAHMAA.

**TERMS:** Internship is 5 to 15 hours per week.
JOB TITLE: Grant Ambassador Intern
DEPARTMENT: Administration
LOCATION: United Way Office
SUPERVISOR: Community Impact staff or Executive Director

BASIC FUNCTION: This position will provide research and grant writing services for the organization, primarily in support of the poverty relief and social services element of the mission and strategic plan.

DUTIES AND RESPONSIBILITIES:

1. Understand United Way of the Greater Chippewa Valley’s (UWGCV) mission and programs.

2. Research statistics and best practices for programs identified for grant writing.

3. Research appropriate funding sources, including searches of government sources and private foundations.

4. Facilitate and coordinate an efficient, responsive and timely development process for each assigned grant application, including the contributions of relevant program and administrative staff.

5. Develop effective evaluation components for use in grant applications and to enable the corporation's monitoring function.

6. Prepare grant drafts and budgets and review with supervisor.

QUALIFICATIONS:

- Completion of English 409/609: Grant Proposal Writing
- Self-motivated, organized and detail oriented
- Ability to meet deadlines
- Strong research computer skills

PHYSICAL REQUIREMENTS: The intern will regularly required to use hands to handle or feel objects or controls and talk or hear. The employee frequently is required to sit. Specific vision abilities required by this job include close vision.

TERMS: Internship is 5 to 15 hours per week.

CONTACT: Dr. Shaddock at shaddoj@uwec.edu.
West CAP
Job Description

JOB TITLE: Grant Ambassador Intern
DEPARTMENT: Administration
LOCATION: TBD
SUPERVISOR: Associate Director

BASIC FUNCTION: This position will provide research and grant writing services for the organization, primarily in support of the poverty relief and social services element of the mission and strategic plan.

DUTIES AND RESPONSIBILITIES:

1. Understand West CAP’s mission and programs.
2. Research statistics and best practices for programs identified for grant writing.
3. Research appropriate funding sources, including searches of government sources and private foundations.
4. Facilitate and coordinate an efficient, responsive and timely development process for each assigned grant application, including the contributions of relevant program and administrative staff.
5. Develop effective evaluation components for use in grant applications and to enable the corporation's monitoring function.
6. Prepare grant drafts and budgets and review with supervisor.

QUALIFICATIONS:

- Completion of English 409/609: Grant Proposal Writing
- Self-motivated, organized and detail oriented
- Ability to meet deadlines
- Strong research computer skills

PHYSICAL REQUIREMENTS: The intern will regularly required to use hands to handle or feel objects or controls and talk or hear. The employee frequently is required to sit. Specific vision abilities required by this job include close vision.

TERMS: Internship is 5 to 15 hours per week.

CONTACT: Dr. Shaddock at shaddoj@uwec.edu.
MISSION

The mission of West CAP is to take action against poverty by developing the social and economic assets of low-income families and their communities and by working to create a more just and sustainable society.

PHILOSOPHY & VALUES

West CAP believes that poverty is an unnecessary condition in a wealthy nation such as the United States, a condition that is experienced by too many American and Wisconsin citizens, especially women and children. We believe that the causes of poverty are complex. Often, poverty is circumstantial or systemic in cause. In some cases, it results from choices made by individuals or families. Personal deficits of various kinds can be contributors to a poverty situation and barriers to its remedy. Sometimes, it is multi-generational, passing through family heritage. There is a psychological aspect to poverty: depression and poor self-esteem are frequent consequences of persistent poverty. Only rarely is poverty chosen as a preferred way of live.

Many people are sufficiently resilient to work their way out of poverty, given the opportunity. Others have lost resiliency and need to have their strengths and capacities built up again. They can be helped in this effort by partnering with West CAP and participating in programs that relieve the hardships of poverty, support personal and family development, and promote economic opportunity.

In accord with this philosophy, West CAP makes no judgments as to the blameworthiness or credibility of those who are poor. In practice, we work with those who cooperate with our services, directing the most resources to those who apply themselves to the task of growing toward self-sufficiency.

We believe that people and communities are interdependent. The lives of low-income citizens are inseparable from the lives of their communities. Healthy communities and healthy economies serve to reduce poverty and create opportunities for self-sufficiency. We believe that the organization has an obligation to be engaged in broad-based efforts to strengthen the economy of our service area.

We believe that -- as board members and employees dedicated to this philosophy and to the mission of eliminating poverty and relieving hardship -- we must apply ourselves to the task of growing as employees within a sustainable organization. Our work life should illustrate our beliefs as an organization.

Consequently, we seek to conduct our work in a supportive environment and within a mutually supportive culture. Within our organization we value and seek to create a qualified workforce that reflects the demographic and cultural diversity existing in our larger community. We believe that our employees should be competitively reimbursed for their efforts and provided with a workplace and the tools that enable effective effort. The needs of employees should be considered in the decision-making processes of the organization. Within our proceedings, we should relate to one
another as we relate to our clients: with respect, honesty, and civility. We want to know that we can count on one another.

Our behavior should emulate what we desire for our participants. Learning and growth are key ingredients of the culture we seek to build. As an organization (a corporate person), our citizenship should demonstrate what we expect of our community -- compassionate institutional behavior, behavior that works for the common good of the community.

**STRATEGIES**

- Temporary assistance to relieve the hardships of poverty
- Develop approaches to enhance self-sufficiency
- Engage communities to embrace mutual cooperation and assistance models
- Advocate for social and economic justice