How to apply for an English Department Internship in Writing

1. Attend the Internship Information meeting on Monday, February 27, 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 Tuesday, February 28, 5:00-6:00 pm in CEN 2420. 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 Friday, March 10, 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 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 (shaddoj@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. To register for an internship but not the class, you must fill out the eForm indicating that the internship is not for credit. 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 2017.

9. Attend the first class meeting (the first week of classes Spring 2017) at the time/place scheduled for the course.
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
Chippewa Valley Cultural Association
Heyde Center for the Arts

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 fall 2017.

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)
  o Find applicable grants for the organization and create a list for future application
  o 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
  o General information
  o 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
• Compiling a list of English-related events to be posted to the department calendar (minor training required), social media accounts, and featured in the department events email
• 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: Kim Gillett, 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

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.

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 a 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

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 intern 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 LinkedIn 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.
Captioning is an essential accommodation for students with hearing disabilities. The CETL subgroup within Learning and Technology Services (LTS) is seeking a student primarily to edit captions created automatically by voice recognition software. For instance, when you talk to your phone instead of typing a text you usually need to fix it at least a little - this job involves fixing the automatically-created text for videos used by instructors here at UWEC from all different disciplines. You may need to use investigative skills to figure out what is being said. Sometimes it may be necessary to type up the narration from a video word-for-word from scratch or add the time stamping to make the captions come up at the right times. Other related clerical, editing, or technology-oriented duties may be assigned. This is a very independent job that does not involve much interaction with others.

Required Qualifications:

- Above average typing skills: speed of at least 70 words per minute, adjusted for errors
- Excellent grammar and spelling skills.
- Excellent attention to detail, balanced with speed to make progress.
- Technology aptitude: the student worker will use many technologies including Notepad, Word, PowerPoint, YouTube, Camtasia, Kaltura, and captioning sites such as “No More Craptions.” Training will be provided but the ideal candidate will catch on quickly to new technologies.

Logistics:

- 10 hours per week – anytime between 8 am and 6 pm M-F.
- $8.50 per hour to start.
- Free coffee!
- Office is located across from CETL (Center for Excellence in Teaching and Learning) - Old Library 1142
- The ideal candidate will be interested in working here for a few semesters, including winterim/summer.
- To apply, email a cover letter including why you are interested in the position, a resume, and two references to April Pierson (piersoa@uwec.edu).
- Interview will include a typing test and editing a transcript of a video created by YouTube.
Editing Contributor/Intern:

Required:
*College junior or senior or recent graduate.

*Must be a communications or English major/minor with strong creative writing skills.

*Must have access to a computer and internet.

Hours:
*We will help you get your hours that you need with a flexible schedule.

Duties:
*Help collaborating editor proof articles and text throughout current issue of magazine before going to print.

*Always have a smile or we will give you some of ours 😊.
Social Media Contributor/Intern:

Required:
*College sophomore, junior, Senior or recent graduate.

*Must be a communication, English major/minor, marketing or public relations major/minor with strong communications skills.

*Must have access to a computer and internet.

Hours:
*We will help you get your hours that you need with a flexible schedule.

Duties:
*Help with updating the Queen of the Castle Magazines social media and Website.

*Organize current magazine articles to a time line to hit the different social media sites and the website throughout each month.

*Always have a smile or we will give you some of ours 😊.
Writing Contributor/Intern:

Required:
* College junior or senior or recent graduate.

* Must be an English major/minor, communications or journalist major/minor with strong creative writing skills.

* Must have access to a computer and internet.

Hours:
* We will help you get your hours that you need with a flexible schedule.

Duties:
* Help doing interviews with contributors that are putting an article in the magazine.

* Organize interviews into an article to go to the collaborating editor to be put in the magazine

* Always have a smile or we will give you some of ours 😊.
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 RCU 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 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.
Promotional Writing Internship

Position Title: Promotional Writing/Communication Intern

Employer Name: Undergraduate Studies, Associate Vice Chancellor, UWEC

Work Times/Hours: Total hours dependent on credit; schedule flexible according to project demands.

Position Description: This communication specialist will be responsible for:

- Becoming familiar with the following programs: Blugold Fellows, Council on Internationalization and Global Engagement, Center for International Education, First Year Experience, Health Careers Center, the University Honors Program, Immersions, McNair Program, Office of Research and Sponsored Programs
- Meeting with a staff member from Integrated Marketing and Communications to learn appropriate UWEC style, web protocol, etc.
- Writing one feature story per week (beginning week 3) about an accomplishment, event, student, faculty member, etc., associated with the selected program for use on webpages. An audio or video story may also be appropriate in some cases.
- Taking a photo of appropriate quality and content to accompany the story.
- Working in cooperation with directors of the programs and the interim associate vice chancellor.

Primary Skills Required: The successful candidate will:

- Have the curiosity and research skills needed to become familiar with the relevant programs.
- Possess strong writing and visual communication skills, including the ability to edit, revise, and proofread carefully.
- Be open to constructive feedback and appropriate revision.
- Have the ability to process directions and then work independently.
- Have the ability to make new contacts and network with them to effectively generate content.

Desired/Preferred Skills:

- Ability to gather and edit audio and video or work with professional media staff to arrange for multimedia content.

Qualifications/Requirements: Must meet the requirements to enroll in an internship for academic credit.

Application Instructions: Send a current resume, cover letter addressing qualifications specific to this position, and a writing sample to Dr. Jenny Shaddock (shaddock@uwec.edu).
Horticulture Writing Intern

UW-Extension Eau Claire County

This internship consists of a variety of editing, writing, and document design working with the UW-Extension Eau Claire County Horticulture Educator. Subject matter is of a horticultural 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, but 8-10 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 up, Microsoft Publisher experience, press release writing experience, and research experience.

Project topics would include one or more of the following:

- Writing and compiling information for the Annual Office Report
- Editing grant proposals, media articles, press releases, and Master Gardener Volunteer position descriptions
- Research and design assistance related to a new herb gardening publication series

Non-paid internship

Site Supervisor:

**Erin LaFaive, M.S.**
Horticulture Educator & Co-Dept. Head
Eau Claire County UW Extension
227 First St. W. Altoona, WI 54720
715-839-4712
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

PHONE

EMAIL

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