How to Apply For An English Department Internship in Writing

Step 1: Attend the Internship Information Meeting offered bi-annually in October and February. Or, have a look at the internship descriptions in the packet/online. Consider whether you meet the listed qualifications and your own interest in the internship experience described.

Step 2: Contact Career Services to prepare effective application materials (resume, cover letter, etc.). Visit Handshake and request an appointment or call them at: 715-836-5358

Step 3: Prepare your application packet, which must include a.) a well-written, rhetorically effective cover letter addressed to Professor B.J. Hollars, b.) an up-to-date, polished resume, c.) a copy of your CampS transcript, d.) a ranked list of the internships you're interested in applying for, and e.) the names of two English Department faculty who can vouch for your writing ability 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.

Step 4: Email or provide a hardcopy of your completed internship packet to Professor Hollars (hollarb@uwec.edu; Centennial Hall 4104) no later than 3:00 p.m. on Friday, November 1. Incomplete packets or packets received after this deadline will not be considered for an internship.

Step 5: If you are selected for an interview, contact the site supervisor and arrange the interview. Copy Professor Hollars on this email. If the internship site supervisor offers you a position and you accept, let Professor Hollars know immediately (hollarb@uwec.edu).

Step 6: Complete the Handshake Experiences form available here http://www.uwecareerservices.org/

Step 7: Following Handshake approval, you’ll receive an email granting you permission 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 Handshake form and indicate that the internship is not for credit. If you haven’t heard from an internship site supervisor within a week of your interview, email Professor Hollars to check on your status.

Step 8: Once you’re registered for Engl 498, contact your site supervisor and set up a start date and first week schedule for Spring 2020.

Step 9: Attend the first class meeting (the first week of classes Spring 2020) at the time/place scheduled for the course.
Internships offered at WEAU 13 News

News internship:
Producer (assist in writing news copy, editing stories, making phone calls)
Photographer (shadow photographers on assignments, shoot and edit video)
Reporter (shadow reporter on stories, possibly put together stories solo which include setting up interviews, shooting, writing and editing)

Contact: Lisa Patrow, News Director
Lisa.Patrow@weau.com
715-852-1581

Production internship:
This is a paid internship opportunity.
Learn all aspects of news production in the control room: cameras, audio, and production of news graphics.

Contact: Tom Benson, Productions Manager
Tom.Benson@weau.com
715-835-1313
Marketing Writing Intern Position

Position Description

Junior Achievement of Wisconsin, Northwest Wisconsin is a non-profit that presents area youth economic life skills through hands-on education programming. Area volunteers present Junior Achievement programs to 2nd -12th 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 to be determined upon interview. Flexible scheduling times to work/intern to work/intern up to 10 hours per week. This is an unpaid internship. In addition, eligible students should have or are currently enrolled in English 498 for consideration.

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 Junior Achievement efforts writing pieces that positively promotes the organization for both traditional and digital platforms.

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.
- Author grants for the organization.
- Write Junior Achievement stories featuring volunteers, alumni, students, etc.
- Write brief articles for monthly e-newsletters and other marketing materials.
- Position may qualify for “service learning” credit.

Prior to an interview, students will be asked submit a cover letter of interest and resume. (In your cover letter, please list the days and time of your availability to intern.)
Chippewa Valley LGBTQ+ Community Center
Internship Opportunities

About Us
The Chippewa Valley LGBTQ+ Community Center (CC) 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.

Our internship opportunities 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

General Activities
• Handbook Development:
  o Researching new businesses, medical providers, etc. to add to the handbook
  o Formatting/restructuring handbook as needed
  o General updates to handbook including removals or additions
• Requests for material/assistance from CC staff. Previous Requests have included:
  o Letters to be sent to GSA groups at local high schools
  o Review/editing of documents created by CC staff
  o Cataloguing of Center material and research of additional resources to be acquired

Internship Plans
Beyond the general activities listed above, we have two general paths for additional work. If you have a skill or idea beyond these that you would like to bring to the Center please let us know.

Grant Writer
• Work with the board of directors to determine what opportunities we have for grants
• Create a list of available grants and/or submit grant(s)
• Micro Grants – Research and submit micro grants to local groups/organizations

Outreach/Marketing
• Create letters requesting donations from businesses and members of the community
• Create promotional material for outreach events (trifolds, pamphlets, etc.)
Please reach out to Professor Hollars, Internship Director (HOLLARB@uwec.edu) with any questions, or if you are interested in joining us as an intern! You can also reach out to Dan Hardy (dan.hardy@cvlgbt.org) You must be enrolled in English 498 for 1-3 credits to participate in this opportunity.
Copywriter/Proofer Intern

Mason Companies, Inc. is in search of a dynamic Copywriter Intern to write and proof content for the Mason Companies family of brands. Assigned projects may include one or more of the following platforms: websites, catalog, mail pieces, email campaigns and blogs.

Mason Companies, Inc. is a family-owned, multi-channel retailer based in Chippewa Falls, WI that has proudly been in business for 115 years. We own and operate 9 brands that sell everything from shoes and clothing to bedding and electronics through our e-Commerce websites and direct mail catalogs. With various locations in West-Central Wisconsin, we have a strong commitment to supporting the communities where we work and live.

RESPONSIBILITIES MAY INCLUDE:
- Copywriting for all company websites, catalogs, mailing pieces and email campaigns.
- Proofreading copy and content for all company websites, catalogs, mailing pieces and email campaigns.

QUALIFICATIONS/COMPETENCIES:
- Must be a second-semester junior or senior actively enrolled in a bachelor’s degree program in Journalism, English or a closely related field.
- Our ideal candidate will have excellent writing and editing comprehension, strong command of the English language, strong organization and communication skills, the ability to apply situational analysis and be detail oriented.

HOURS/DAYS:
- Approximately 15-20 hours per week, per semester.
- Monday – Friday, between the hours of 8:00 am and 5:00 pm

CONTACT/APPLY:
- Please apply at www.masoncompaniesinc.com, click on "Careers" and then select "Internships".
Royal Credit Union

Technical Writer Intern
Corporate Center, Eau Claire, Wisconsin, United States of America Req #745
Friday, September 20, 2019

Team Members are at the core of who we are; living our core values of making a difference, doing the right thing, making it easy, being caring, being friendly, nice, and respectful, and taking ownership. Perhaps Royal is the change you’re looking for. Royal Credit Union is looking for caring, energetic team members who want to create a positive impact in the lives of our Members.

Is this you? If so, let us know by submitting an application!

All applicants must include a cover letter and their anticipated graduation date when submitting an application. If selected for the internship, you must be able to commit to the full 12 months.

Hourly Wage: $13.36 - $15.00
(Candidates with significant related experience may be higher)

Description:
The Technical Writer Intern will support the corporate communication strategy by developing articles for and updating content accessible from the company intranet. Collect, manage, and analyze information, and explain complex information in a clear and concise manner. Develop, edit, and publish online and hard copy user documentation using both Microsoft Word and technical authoring tools.

Work Schedule:
• Working approximately 12-15 hours per week during the school year and up to 35-40 hours per week during the summer.
• Must be able to work onsite at Royal Credit Union Corporate Center in Eau Claire, WI throughout the school year and during breaks.
• This is a limited term, non-benefit eligible, position that will start May 2020 and go through May 2021. If selected for the internship, you must be able to commit to the full 12 months.

Requirements:
• Enrolled at a University or Technical College throughout the length of the internship. Pursuing post-secondary education in communication, including a Bachelor, Associate Degree, Minor, or certificate in English, Business Communication, Rhetoric, or other related field.
• Completed or currently enrolled in a course focused on technical communication
• Analytical and critical thinking skills sufficient to make decisions regarding daily work that is complex in nature
• Establish priorities, work independently, and proceed with objectives under minimal supervision
• Proficient using a computer with various software packages including Microsoft Office Products
• Ability to produce accurate and high-quality materials, data entry, and transactions
• Strong written and verbal communication skills
• Ability to write reports, business correspondence, and produce manuals
• Enjoy assisting people with -problems and finding solutions to their needs
• Communicate and live Royal Credit Union's core purpose, values and organizational culture daily

Preferred Experience:
• Pursuing a Technical Writing emphasis

Apply here.
Writing 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 the 2018/2019 school year.

The Heyde Center is seeking intern(s) two different styles of writing projects.

1. **Stories of Impact** - This 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 Heyde Center supports in people's lives. These narratives are critical to put a human face on other statistics. The work the intern does will help the Heyde Center move forward in proving its relevance and importance in community development.

2. **Art Blog** – This intern will create 4 – 5 posts about the arts, community arts, and the Center for the Heyde Center’s blog. The subject matter will be discussed and determined between the intern and the Executive Director.

Some of the 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:**

- Enrollment and/or completion of class *English 498: Writing Intern*
- Ability to prepare for and carry out informative interviews and research as the basis for stories and blog posts
- Interest in the Heyde Center and willingness to research its past, present and future
- Strong writing skills with a unique voice for the Center’s various audiences

The intern’s work will be disseminated online (esp with the blog), annual reports, grant applications, and other formats (online)

**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!
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.
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; creative writing/editing background preferred
- Enrollment in English 498
- 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.
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:

- Coordinate the publication of the McNair Scholars Journal: *Astra*
  - Edit abstracts for research articles
  - Edit research papers for journal submission
  - Work with printing services to prepare submission for publication

- Work with scholars to edit grant applications, personal statements, and literature reviews
  - Communicate with McNair scholars and schedule one-on-one meetings

- Revise and edit content for McNair website

- Complete other tasks as directed by intern supervisor
  - Assist with development of social media content
  - Possibility of developing and delivering a writing-based workshop for scholars

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
- Enrollment in English 498 for 1-3 credits
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.
WRITING INTERN

The Chippewa Valley Symphony Orchestra is looking for a writing intern to help with a multitude of platforms. This internship will involve writing across multiple professional areas including ad copy, grant writing, musician profiles, and social media engagement tools. This is currently an unpaid internship.

CVSO is a nonprofit organization celebrating its 45th Season 2019-2020 with over 60 musicians from the Chippewa Valley and frequently welcomes guests from all over the world. Orchestra members also travel into Chippewa Valley classrooms for Symphony in Our Schools, which encourages children to learn more about, and participate in, music throughout their lives. The orchestra performs five concerts per year as well as hosting the annual Kristo Orthodontics Youth Artist Competition.

RESPONSIBILITIES MAY INCLUDE:
• Media/press releases
• Email & social media blasts
• Assisting with grant writing
• Proofing copy for publication
• Learning Adobe software to enhance the appearance & effectiveness of the copy produced

QUALIFICATIONS:
• Congenial manner; ability to communicate with a variety of demographic subsets
• Interest in classical music/theater
• Excellent organizational skills
• Experience with Microsoft Word and various social media platforms o Excel & MailChimp are a big plus, but not required

• Ability to work up to 10 hours per week (some independently) and participate in some extra events on the weekends, if needed (concerts, expos, etc.)

LOCATION: 402 Graham Avenue, Suite 205 Eau Claire, WI 54701, one block from Grand Avenue footbridge, two-hour street parking, metered lot next door, one block from downtown bus depot.

Please submit cover letter and resume.

Contact: Anna Rybicki, Director
anna@cvsymphony.org
University Honors Program Publications Internship

The University Honors Program Publications Intern will develop professional skills in written, visual, and online communication, working in a fast-paced office environment that serves more than 800 Honors students and 60 Honors faculty annually.

The primary focus of the internship is to create and maintain printed and online materials that provide information for Honors students, faculty, and the general public. These materials will include the Honors Resource Book, Office Manual, outreach to alumni, printed or online resources to help students find undergraduate research opportunities, and resources for Honors faculty who would like to strengthen their classroom teaching.

The University Honors Program Intern will join a dynamic and interdisciplinary learning community of students and faculty that are strongly committed to academic achievement and personal development. It is estimated that this internship will require 8-10 hours per week.

Responsibilities

- Developing written, visual, and online materials for the University Honors Program
- Meeting regularly with internship supervisors to maintain an effective workflow
- Identifying, planning, and implementing special projects
- Gathering information on departmental Honors programs at UWEC
- Coordinating with other Honors student interns to strengthen ongoing work on special projects
- Submission of press releases about Honors Program activity to media outlets to strengthen program presence in earned media
- Volunteering at Honors Program events alongside other Student-Staff

Qualifications

- Excellent written and oral communication skills
- Experience and/or active interest in one or more forms of multimodal communication, such as video production, audio production, and web design
- Confidence in working on complex and open-ended projects
- Ability to meet deadlines consistently
- Openness to collaboration and constructive feedback

Enrollment in English 498 is required for this internship; expect to take at least 2 credits. However, this can be negotiated based on work availability or if credit limits will be exceeded during the given semester. Please contact Professor B.J. Hollars (hollarb@uwec.edu) for any inquiries.
WRITING INTERNSHIP

English majors and minors with a passion for all things writerly can find their niche in an internship focused on writing, editing, and developing content for the Chippewa Valley Writers Guild.

WHAT IS THE CVWG?

The CVWG is a program of the Pablo Center at the Confluence and the University of Wisconsin-Eau Claire Foundation that supports regional writers by serving as an organizing body committed to mentoring writers and writing groups, coordinating events, and providing outreach activities to the community.

WHAT 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)
• Communicate and coordinate with community sponsors on CVWG events

WHAT SKILLS DO I NEED?

• Strong writing, editing, and interviewing ability
• Ability to set and meet deadlines
• Interest in promoting word culture and writing craft in the Chippewa Valley

HOW WILL I BENEFIT?

• Gain professional experience for your resume
• Develop content for your professional portfolio
• Meet authors, attend CVWG events, and 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.

ENGL 498 Internship in Writing must be taken alongside this internship.

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
English Majors, want to see your skills utilized and appreciated in a creative way which keeps you civically engaged?

Internship Position: Social Media Special Contributor/Coordinator

Gain grassroots experience and contribute your skills and passions to sharing happenings from City Hall

City Councilwoman Catherine Emmanuelle is looking for one intern in the Fall 2019 Semester to help lead a creative writing project to share through her social media presence. Her vision is to have a student work with her to help tell accurate, authentic, and compelling accounts of bi-monthly City Council legislative decisions. If time allows, additional committee and legislative sessions may be covered, including topics such as the annual budget, tourism, art, poverty, economic development, and so much more! There is additional work related to research, writing, and creating materials to communicate with constituents and members of the public.

The model will be based on a project from Chicago Public Radio, WBEZ, called In Verse. The intern will work side-by-side with Catherine to capture legislative decisions via poetry, photography, and wherever their creative passions may lead them.

The intern will keep up-to-date on local current affairs and attend bi-monthly City Council meetings on Monday nights at 7 PM and Tuesday afternoons at 4 PM, located in the Eau Claire City Hall in downtown Eau Claire. These meetings typically last 1.5+ hours. The intern will also work with Catherine to create campaign materials by utilizing Canva, Google Docs, and other online writing and creative platforms.

There is no office provided (heck, Catherine doesn’t even have a legislative office). There will be in-person and remote meetings, so it’s important that the intern works well individually. And here’s more about that...

Catherine works a full-time job, actively serves on the city council, is a full-time family member, and tries to squeeze in a little fun and balance along the way (you can read more about her here and here.) That translates to the need to run a time-efficient social media campaign, and therefore, efficient one-on-one meetings when working as intern and with Catherine. In addition to meeting in-person, Catherine is willing (and prefers) to work with coordinator via phone calls, texting, Facetime and/or Google Hangout and/or Skype, and shared documents via Google. Being reliable, accessible, and able to coordinate from a distance is essential.

Social media special contributor/coordinator absolutely must: Be reliable, incredibly well-organized, collected, kind, and have a sense of humor.
Preferred qualifications/skills: Creative writer/artist, poet, and photography skills would be most ideal. Also, excellent communication, writing, and social media experience, proficient in use of Canva and Google Docs, works well independently and with others in group settings, social media experience, excellent people skills, high dedication to detail, consistently meets deadlines, and enthusiasm.

Contact CatherineEmmanuelle@gmail.com

About Catherine

Catherine Emmanuelle graduated from the University of Wisconsin-Eau Claire, earning a Bachelor of Arts degree, in Women’s Studies and Economics. During her undergraduate years, she ran her first campaign for City Council. She lost by 300 votes. She didn’t let the setback deter her from building her leadership. She kept her hat in the ring and was appointed to the City Council in 2012, then elected in 2013 and 2016. Catherine represents over 66,000 people as an at-large member on the Eau Claire City Council.

Notably, she is the first Latinx elected in her community. Through the Volume One magazine, Catherine was voted as one of the "favorite local elected officials" for 2013, 2014, and 2015, and in 2014, voted as the #1 "best community advocate." Catherine serves on the Board of Directors with Visit Eau Claire, and on the City of Eau Claire appointments committee, the affirmative action committee, and as the chair of the economic policy advisory committee.. Catherine was a recipient of the 2013 University of Wisconsin-System Outstanding Women of Color in Education award. She also was the recipient of the 2017 UW-Eau Claire Outstanding Recent Alumnus Award. Catherine went on to earn a Master of Advocacy and Leadership from the University of Minnesota-Duluth. In addition to her elected position, she works for the University of Wisconsin-Extension where she leads and partners with people to bring the Wisconsin Idea and education to transform lives. Building community resilience is a praxis of her life experiences, scholarship, and research combined. Catherine’s scholarly work and civic contributions have been published in the Leader-Telegram, Feminist Teacher, Volume One, The Shriver Report, and MSNBC.

Facebook: Catherine Emmanuelle for Eau Claire

Twitter: @CEmanuelle
**VolumeOne**

**EDITORIAL INTERNSHIP AGREEMENT**

**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
- 0 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**

**PHONE**

**SIGNATURE**

**EMAIL**

**EDITOR**
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:
• Self-motivated, organized and detail oriented
• Ability to meet deadlines
• Strong research computer skills
• Concurrent enrollment in ENGL 498 for 1-3 credits

**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:** Professor B.J. Hollars; hollarb@uwec.edu.
Internship Opportunity (1 – 3 credits)

Title: Arts Management Intern

Internship Site: Davey J’s Garage at Banbury Place, Downtown Eau Claire

Description:

This internship provides practical experience in working within a startup arts organization that has a focus on live music and independent film. The mission of the organization (Davey J’s Garage) is to provide a supportive live environment for up and coming artists, as well as for artists who work experimentally, who are developing new techniques, and who have a strong sense of community and diversity. Every effort is made to provide the intern with an experience that strengthens creative and practical skills in managing arts organizations.

The intern will work directly with the owner and founder (Dr. David Jones) in several areas:

- Working with artists and filmmakers to prepare for film screenings and live concerts
- Sound and lighting support for live events
- Marketing and promotion for live events
- Event planning and development

Hours are flexible for this experience, with some of the hours being scheduled on site and others completed independently. If desired, interns will also have the opportunity to develop an event to be presented at the Garage, from idea to execution, with close support from Dr. Jones. While applications are welcome from all interested parties, creative writers, musicians, and filmmakers are encouraged to apply and to develop a public event as an activity during their internship.

Thank you for considering this growth-focused internship opportunity in the creative arts.

Best wishes,

Dr. David Jones
Area Extension Director Writing Intern

UW-Madison, Division of 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://extension.wisc.edu/](https://extension.wisc.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 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. Workload 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. Intern must have 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 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.
Must give at least 6 weeks advance notice of intern before start date, to complete paper work through UW-Madison, Division of Extension. Example, if start date is January 15, then need to notify Catherine Emmanuelle by December 1 to start paperwork. We are in a bureaucracy and time is needed (and our friend) to accomplish this.

Site Supervisor:

Catherine Emmanuelle
Area Extension Director
University of Wisconsin - Eau Claire
727 Hibbard Humanities Hall
105 Garfield Avenue
Eau Claire, WI 54701