How to Apply For An English Department Internship in Writing

Step 1: Attend the Internship Information Meeting offered bi-annually in October and March. 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; please retain copies 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 Tuesday, March 31. 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/ After logging into Handshake, click the Career Center tab and select Experiences. On the right side of the Experiences page, click Request an Experience. Select English Department in the Experience Type question. Then, respond to the questions and submit your internship information.

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 Fall 2020.

Step 9: Attend the first class meeting (the first week of classes Fall 2020) at the time/place scheduled for the course.
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!
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 hand book
  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.)
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 ○ 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
WRITING INTERNSHIPS

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!
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
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, jnahjustice.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.
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.)
Copywriter/Proof 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](http://www.masoncompaniesinc.com), click on "Careers" and then select "Internships".
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
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.
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 ____________________________ PHONE ____________________________

SIGNATURE ____________________________ EMAIL ____________________________

EDITOR ____________________________
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
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.