How to apply for an
English Department Internship in Writing

1. **Attend the Internship Information meeting on Friday, October 12, noon-12:50 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, contact Career Services to learn how to put together a polished, professional resume and cover letter. Visit the Career Services website and request an appointment. Do this immediately! There can be a two-week wait for appointments at Career Services!

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

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

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

4. Put your completed internship packet in Dr. Shaddock’s mailbox in Centennial Hall 4105 no later than **3:00 pm on Wednesday, October 24, 2018**. Incomplete packets or packets received after this deadline will not be considered for an internship.

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

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

7. If the internship site supervisor offers you a position and you accept, **let Dr. Shaddock know immediately** (shaddoj@uwec.edu). She will direct you in how to register using Handshake for 1-3 credits of ENGL 498: Internship in Writing. ENGL 498 is a requirement if you are interning for an English department internship. If you haven’t heard from an internship site supervisor within a week of your interview, email Dr. Shaddock 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 2019.

9. **Attend the first class meeting** (the first week of classes Spring 2019) at the time/place scheduled for the course.
Barstow & Grand is the Chippewa Valley’s literary magazine, and we would love your help.

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

Requirements:
- 10 hours a week, all completed off-site
- Strong email communication skills and monthly progress meetings
- Advanced reading abilities; 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.
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 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 applying for a grant, please let us know which interests you and why, or if you have a skill or idea beyond these that you would like to bring to the Center.

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 Shaddock, Internship Director (shaddoj@uwec.edu) with any questions, or if you are interested in joining us as an intern! You must be enrolled in English 498 for 1-3 credits to participate in this opportunity.
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 44th Season 2018-2019 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
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 Pablo Center at the Confluence 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.

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)
• Communicate and coordinate with community sponsors on CVWG events
• 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 Majors, want to see your skills utilized and appreciated in a creative and civic engagement way?

Internship position: Social Media Special Contributor/Coordinator

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

City Councilwoman Catherine Emmanuelle is looking for one intern in the Spring 2019 Semester to help lead a creative writing project on her Facebook & Twitter sites, and for her re-election campaign. The election will be April 2019. Her vision is to have a person 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: annual budget, tourism, art, poverty, economic development, etc. In addition to the creative writing, there is work related to research, writing, and creating campaign materials for the 2019 re-election campaign. Please note this is an internship affiliated with Catherine’s campaign organization, and not with the City of Eau Claire organization.

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 and photography.

The intern will work directly with Catherine and will keep up-to-date on local current affairs. There is an expectation that the intern attend the meetings she or he is covering, including some Monday night (7pm) and Tuesday afternoon (4pm+) public meetings at Eau Claire City Hall (downtown Eau Claire, across from bus transfer center) Meetings last about 1.5+ hours. The intern will also work with Catherine to create upcoming campaign materials - 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. This is do-able from a mostly-remote internship. 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, can effectively use 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 Catherine.Emmanuelle@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 Latina/o 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 for Visit Eau Claire, and on the City of Eau Claire appointments committee, the affirmative action committee, and is 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 was a 2017 recipient of the 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: @CEmmanuelle
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:
- English 498: Writing Intern for 1-3 credits is a required complement to the internship
- 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
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.

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.
10. English 498 Required.
Marketing Writing Intern Position

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 Junior Achievement 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 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.
• 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.)
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

- Complete other tasks as directed by intern supervisor
  - 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.
Art & Design Department Internship (Spring 2019)

Writing for the art department would be an ideal way to get experience working in the arts; it allows for creative thinking and advocacy for the arts. The Department of Art & Design internship offers a great opportunity to develop professional communication skills, including writing, editing, layout, website updating, 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 departmental events, as well as other relevant topics of interest that may come up. Interns will also be expected to compile and promote Art Department events via the department web site 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. It is estimated that this internship will require 8 – 12 hours per week. The internship is registered as ENGL498 and can be 1-3 credits per semester and up to a total of 6 credits.

Responsibilities

- Researching, writing, editing web content and other materials for the Department of Art & Design
- Maintaining connections with Art & Design alumni
- Identifying, planning, and implementing special projects
- Promoting, attending, and covering Art department events
- Collaborating with Art & Design 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
- Ability to meet deadlines
- Coding and computer skills are a plus
Supervisors

1. Jyl Kelley
2. TBA
INTERNERNSHIP AND JOB DESCRIPTION

Position Title:
Communication Intern

Company Information:

The UW-Eau Claire Children’s Nature Academy (Nature Academy), is an Accredited Early Learning Program that supports the development of children ages 6 weeks through 12 years of age. The Nature Academy is located 3 miles from campus at 1190 Priory Road Eau Claire. During the fall and spring semesters a shuttle is available for University Students so that collaborative learning opportunities are available. The program also offers high impact experiences for University Students that are mutually beneficial to all stakeholders.

The Nature Academy is dedicated to connecting children and nature through introductions to nature, nature exploration and nature immersion. The program participates in two citizen science projects throughout the year; the bluebird trail and the monarch restoration project. The program uses multiple curriculum resources; the creative curriculum, project learning tree, the bluebird curriculum and Beaver Creek Nature Immersion.

Further information is available at:  https://www.uwec.edu/Children/index.htm

MISSION STATEMENT

UWEC Children’s Nature Academy provides a unified early learning experience where nature meets child development to support the individual child. We welcome all individuals and strive to create an environment where everyone feels like part of an extended family.

GOALS:

We believe in . . .

- Supporting families by providing a high-quality program for children.
- Instilling a curiosity and love for knowledge that will give children a foundation for a lifetime of learning.
- Developing an understanding and appreciation of the natural world.
- Offering high-impact learning opportunities for adult learners.

Position Summary: This intern will utilize social media and technology to promote the mission of the program.

Job Duties and Responsibilities:

The Communication Intern will work collaboratively with the Curriculum Writing Intern to align the programs curriculum with communication in order to create a greater understanding. Examples of projects may include: managing the program’s facebook page, creating video clips for training on curriculum, promoting the summer curriculum via social media.

Qualifications: Junior or Senior Status
Coursework:

English 498 is the course that is taken in conjunction with this internship. Completion of this internship will earn you 1 – 3 credits, per your instructor.

This internship requires 60 hours of contact time, 6 hours per week for 10 weeks.

Skills and Knowledge:

- Must have excellent interpersonal skills;
- Excellent written and oral communication skills;
- Creative thinking;
- Knowledge of technology and social media communication.
- Detail oriented

Attitudes:

- Willingness to learn new things.
- Positive attitude.
- Dedication to the professional mission of the program
- Prior to beginning the internship, the participant must complete an orientation to the program, which includes paperwork, a background check, and a statement of confidentiality.

Benefits:

This is an unpaid internship. Hours documented can be used to fulfill service learning and to earn academic credit, per department requirements.

The UW-EC Children’s Nature Academy is an Equal Opportunity Provider and Employer
INTERNSHIP AND JOB DESCRIPTION

Position Title:
Technical Curriculum Writer

Company Information:

The UW-Eau Claire Children’s Nature Academy (Nature Academy), is an Accredited Early Learning Program that supports the development of children ages 6 weeks through 12 years of age. The Nature Academy is located 3 miles from campus at 1190 Priory Road Eau Claire. During the fall and spring semesters a shuttle is available for University Students so that collaborative learning opportunities are available. The program also offers high impact experiences for University Students that are mutually beneficial to all stakeholders.

The Nature Academy is dedicated to connecting children and nature through introductions to nature, nature exploration and nature immersion. The program participates in two citizen science projects throughout the year; the bluebird trail and the monarch restoration project. The program uses multiple curriculum resources; the creative curriculum, project learning tree, the bluebird curriculum and Beaver Creek Nature Immersion.

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GOALS:

We believe in . . .

- Supporting families by providing a high-quality program for children.
- Instilling a curiosity and love for knowledge that will give children a foundation for a lifetime of learning.
- Developing an understanding and appreciation of the natural world.
- Offering high-impact learning opportunities for adult learners.

Position Summary: The Technical Curriculum Writer will integrate resources to a unified document. This document will honor the many agencies that have contributed to the nature-inspired programming at the Nature Academy. The intern will seek financial funding for the environmental components of the program through grant funding and sponsorship.

Job Duties and Responsibilities:

*Review the documents that highlight existing practices, philosophies, and curriculum components of the program
*Create an outline of all program components
*Organize the components into a user-friendly format.
*Seek funding for the environmental components of the program: The Bluebird Trail, The Butterfly Habitat. (Program will identify the grants to be utilized)
This individual will not be responsible for curriculum content but will format existing content into a usable document.

Qualifications:

Coursework:

English 498 is the course that is taken in conjunction with this internship. Completion of this internship will earn you 1 – 3 credits, per your instructor.

This internship requires 60 hours of contact time, 6 hours per week for 10 weeks.

Skills and Knowledge:

- Must have excellent interpersonal skills;
- Flexibility and ability to work well with others is a must;
- Excellent written and oral communication skills;
- Creative thinking;
- Ability to write in a variety of different voices;
- Detail oriented

Attitudes:

- Willingness to learn new things.
- Positive attitude.
- Dedication to the professional mission of the program
- Prior to beginning the internship, the participant must complete an orientation to the program, which includes paperwork, a background check, and a statement of confidentiality.

Benefits:

This is an unpaid internship. Hours documented can be used for service learning or to earn an academic credit, per department requirements.

The UW-EC Children’s Nature Academy is an Equal Opportunity Provider and Employer
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, 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 Dr. Jennifer Shaddock (shaddoj@uwec.edu) for any inquiries.
Transition Technician Position Description

Because of the system decision to change from D2L to Canvas, we plan to hire eight part-time transition technicians to assist with the conversion of courses. We estimate start dates of summer, fall, and spring. Most will work an average of 16-20 hours per week. With funding secured, we have a starting rate of $11 per hour with the potential to increase pay based on performance.

Position Summary

Under the direction of the LMS Consultant, work with the faculty to assist them in transitioning from the D2L Learning Management System (LMS) to the Canvas LMS. An LMS Transition Technician will be responsible for migrating content and lessons from one system to the other.

Responsibilities/Expectations/Accountability/Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Serve as the direct support position to assist faculty to convert current courses from D2L to Canvas.
- Serve as a direct link to connect faculty to resources and support during the transition to Canvas.
- Communicate clearly with leadership, faculty, and LTS support to ensure a smooth transition.
- Follow proper escalation processes for support.
- Perform additional functions incidental to computer support activities.
- Demonstrate commitment to customer service standards.
- Relate successfully with students and staff of diverse cultural, social, or educational backgrounds.

Necessary Knowledge, Skills, and Abilities

- Knowledge of D2L.
- Knowledge of Windows operating systems and Microsoft Office.
- Ability to learn new technologies and applications quickly.
- Ability to communicate effectively both orally and in writing with internal and external customers.
- Ability to relate successfully with faculty, leadership, students, and staff of diverse cultural, social, or educational backgrounds.
- Ability to perform with a high level of accuracy and attention to detail.
- Ability to use judgment, discretion, and decision making skills when dealing with confidential and sensitive issues.
- Willingness to provide excellent customer service.

Necessary Training and Experience

- High school graduate or equivalent.
- Prefer educational experience using D2L.
- Prefer education in a technology field.
- Prefer experience in basic technology, applications, support, and troubleshooting.
Area Extension Director Writing Intern
UW-Extension: Chippewa, Dunn, and Eau Claire Counties

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

The intern will work with Catherine Emmanuelle, Area Extension Director (AED). Catherine supervises employees in three counties, and is the first AED for this area. There are many opportunities for the intern to help shape and create documents that will help to unify the area and employees, and will be utilized by local government elected officials that have some oversight responsibilities for each county Cooperative Extension office, and create resources for employees and constituents of this valuable community educational resource. The internship consists of a variety of research, literature reviews, writing, editing, and document design. Subject matter is of an administrative nature and is focused on research-based information. 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. Prefer that intern has a personal commitment to inclusive excellence, and a desire of working with issues that promote equitable access to educational opportunities for historically underrepresented, disadvantaged, and/or underserved populations

Project topics would include one or more of the following:

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

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

Site Supervisor:

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

Valley Media Works is the Chippewa Valley’s only public access media center, providing local creative, educational, and government programming on Community Television and NewsWorks (Charter cable channels 993 and 994), WRFP 101.9 LPFM radio, and online. We are a 501(c)3 non-profit organization.

We offer full-service and a la carte video production services including: equipment rental, studio space, a “green screen”, editing software, broadcast assistance, and staff-for-hire. Additionally, we offer hands-on classes and training in video and graphics production covering camera operation, lighting, audio, editing, and digital effects/animation.

The Communications Intern will provide necessary support to the organization by participating in a variety of communications tasks, including writing, editing, interviewing, researching, taking and editing photographs, creating graphics, manipulating document layout, managing content, and other related duties. They will work closely with the Outreach & Communications Coordinator and Production Manager in order to complete work or gain additional job-related training. Schedule permitting, interns may be invited to attend related committee meetings in order to gain experience in that professional setting.

At the end of the internship, a successful Communications Intern should have developed a professional portfolio of print and/or digital items in complement to having gained skills and confidence to work in a variety of fields, knowledge and understanding of public access television/media, and appreciation for the unique opportunities and challenges associated with non-profit organizations.

Responsibilities include, but may not be limited to:

- Write content, take photographs or make graphics, research, interview, and manage layout for monthly email newsletter, classroom instruction booklets, pamphlets/brochures, reports, letters, flyers
- Write content, take photographs or make graphics, and manage posts (publish, schedule, or backdate; edit spelling/grammar, include tags and hashtags, and replace default images on links) for social media following appropriate guidelines for usage and branding
Create graphics for community events, announcements, or other purposes following appropriate guidelines for usage and branding
Print, copy, fold, staple, cut, stamp, or otherwise complete projects
Assist with transcription/closed captioning of video content

Requirements:

- Minimum of Junior standing (completion of 60+ credits)
- Concurrent enrollment in English 498 – Writing Intern (1-3 credits)
- Familiarity with Microsoft Office (Word, Excel, PowerPoint)
- Familiarity with Adobe software (Photoshop, InDesign, Illustrator, Premiere, AfterEffects) or willingness to learn
- Strong writing, editing, interviewing, and research skills
- Ability to communicate clearly and professionally in person, on the phone, and through email
- Ability to operate independently, but also function as part of a team
- Ability to sit or stand for reasonable periods of time
- Must be able to type and read at a computer for reasonable periods of time
- Must be able to manipulate small buttons, switches, zippers, latches etc.
- Close attention to detail

Compensation:

This is an unpaid internship position. Interns may use this opportunity to earn up to three (3) credits toward their degree (consult with your academic advisor or major/minor department internship coordinator) and/or fulfill their Service Learning requirement.

Availability:

Intern must be available during part of our regular business hours (Monday-Friday 10AM – 5PM); a schedule will be devised based on the number of hours required in order to earn the desired number of credits and/or complete Service Learning, with consideration given towards other school or work commitments. Special events or projects may provide an opportunity for additional hours to be completed during evenings or weekends on-site or remotely. If able, interns are expected to attend weekly staff meetings on-site on Mondays from 2:30 PM to 3:00 PM.
Media Intern Position

Valley Media Works is the Chippewa Valley’s only public access media center, providing local creative, educational, and government programming on Community Television and NewsWorks (Charter cable channels 993 and 994), WRFP 101.9 LPFM radio, and online. We are a 501(c)3 non-profit organization.

We offer full-service and a la carte video production services including: equipment rental, studio space, a “green screen”, editing software, broadcast assistance, and staff-for-hire. Additionally, we offer hands-on classes and training in video and graphics production covering camera operation, lighting, audio, editing, and digital effects/animation.

The Media Intern will provide necessary support to the organization by participating in a variety of tasks, including writing, editing, interviewing, and researching news/human interest pieces, taking and editing photographs, creating graphics, managing web/social media content, live reporting/broadcasting, and other related duties. It is expected that Media Interns will attend and report on a minimum of one government meeting every two weeks. They will work closely with the Production Manager and Outreach & Communications Coordinator in order to complete work or gain additional job-related training.

At the end of the internship, a successful Media Intern should have developed a professional portfolio of print and/or digital items in complement to having gained skills and confidence to work in the media industry, knowledge and understanding of public access television/media, and appreciation for the unique opportunities and challenges associated with non-profit organizations.

Responsibilities include, but may not be limited to:

- Attend and report on local government meetings and public events (free concerts, farmer’s market, activism related events, etc) using a variety of media
- Write and edit copy/scripts, record and edit video, take photographs or make graphics, research, interview, and live broadcast for news or human interest pieces
- Assist with pre-production duties, including: location scouting, proposal drafting, script writing, storyboarding, production scheduling
Assist with production duties in the studio and in the field, including: set-up/tear-down, camera operation, audio control, directing/switching, lighting

Assist with post-production duties, including: editing, animation, finalization, distribution

Assist with transcription/closed captioning of video content

Requirements:

- Minimum of Junior standing (completion of 60+ credits)
- Concurrent enrollment in English 498 – Writing Intern (1-3 credits)
- Familiarity with Microsoft Office (Word)
- Familiarity with Adobe software (Photoshop, InDesign, Illustrator, Premiere, AfterEffects) or willingness to learn
- Strong writing, editing, interviewing, and research skills
- Ability to communicate clearly and professionally in person, on the phone, and through email
- Ability to operate independently, but also function as part of a team
- Ability to sit or stand for reasonable periods of time
- Must be able to type and read at a computer for reasonable periods of time
- Must be able to manipulate small buttons, switches, zippers, latches etc.
- Close attention to detail
- Driver's license, reliable transportation, smart phone

Compensation:

This is an unpaid internship position. Interns may use this opportunity to earn up to three (3) credits toward their degree (consult with your academic advisor or major/minor department internship coordinator) and/or fulfill their Service Learning requirement.

Availability:

Intern must be available during part of our regular business hours (Monday-Friday 10AM – 5PM); a schedule will be devised based on the number of hours required in order to earn the desired number of credits and/or complete Service Learning, with consideration given towards other school or work commitments. Special events or projects may provide an opportunity for additional hours to be completed during evenings or weekends on-site or remotely. If able, interns are expected to attend weekly staff meetings on-site on Mondays from 2:30 PM to 3:00 PM.
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

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:

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.

CONTACT: Dr. Shaddock at shaddoj@uwec.edu.
WEST CENTRAL WISCONSIN COMMUNITY ACTION AGENCY, INC.
(WEST CAP)

MISSION

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

PHILOSOPHY & VALUES

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

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

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

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

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

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

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

**STRATEGIES**

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

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
- Earn university credit through required internship course, ENGL 498

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