

University of Wisconsin
Eau Claire

English

How to Apply For An English Department Internship in Writing

Step 1: Attend the **Internship Information Meeting offered bi-annually in October and February to learn about exciting internship opportunities.** These internship opportunities are also available on Handshake.

Step 2: To view these opportunities on Handshake, visit <https://uwec.joinhandshake.com/> and create a login. Then, search for eligible internships under “ENGL 498 Internships in Writing.”

Step 3: Apply for 2-3 internships for which you are qualified. Application materials will include a.) a well-written, rhetorically effective cover letter addressed to the employer, b.) an up-to-date, polished resume, c.) the names of two English Department faculty who can vouch for your writing ability and professionalism. The deadline to apply is **6:00p.m. on March 31.**

Step 4: If you are selected for an interview, the site supervisor will coordinate an interview time.

Step 5: If you are selected for an internship by the site supervisor, please inform Professor Hollars (hollarb@uwec.edu) AND complete the Handshake Experiences form available here: <http://www.uweccareerservices.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 6: 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. .

Step 7: Once you’re registered for ENGL 498, contact your site supervisor and set up a start date and first week schedule for Fall 2021.

Step 8: Attend the first class meeting (the first week of classes Fall 2021) at the time/place scheduled for the course.

Ronald E. McNair Postbaccalaureate Achievement Program - Editing/Writing Internship

McNair Program

The McNair program provides support for first generation/low income and under-represented 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

The fall 2021 intern will work one-on-one with the scholars' to help develop professional communication skills. Ideal applicants will be able to work of their own initiative with little supervision and a varying schedule.

Duties and Responsibilities:

- Work with the junior cohort to develop their Wix site.
 - Help scholars develop a vision for their site that will convey their McNair experience to a broader audience
 - Review sites throughout the semester to ensure content builds their professional presence
- Provide revision and editing assistance on
 - personal statements, cv's and other applications materials for scholars applying to graduate school.
 - exploratory literature reviews
 - SREU applications and ORSP grant proposals
- Other responsibilities may include
 - Developing content for social media
 - Writing press releases
 - Creating an academic reading skills module (I.e how to read a journal article)
- Complete other tasks as directed by intern supervisor

Required Qualifications:

- Prior completion of English 307 Editing and Publications Management
- Excellent grammar and spelling skills
- Distinguished attention to detail
- Ability to globally review submitted work
- Exceptional communications skills
- Enrollment in English 498 for 1-3 credits
- Ability to utilize and/or learn MS Word, Adobe, Canva, LatEx and Athena

This is a paid internship: \$10/hour for 6-8 hours/week. Interns will be supervised by the director of the McNair program. The McNair office is located in Schneider 106.

LTS Learning Spaces Technical Writing Intern

The LTS Learning Spaces Technical Writer is responsible for writing documentation used in classrooms, computer labs and lecture halls on the University of Wisconsin – Eau Claire campus.

The documentation is to provide directions to faculty and students on the operation of the classroom technologies. LTS provides support to over 250 classrooms and labs. Many classrooms are unique and need to have their own documentation.

Various software and hardware also need to have instructions written to operate in the classroom environment. Examples would be Logitech Brio webcams, HoverCam document cameras, AirMedia devices for wireless connectivity and Canvas.

This position would also assist in supporting the classrooms and computer labs. They would help our student technologists help faculty and students with questions.

Other LTS units such as Video and Process Improvement Services may have additional technical writing needs as well.

\$11/hour

10-20 hours per week.



100 YEARS. **100% READY.**

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 Cultural Association Heyde Center for the Arts

3 S. High Street
Chippewa Falls, WI 54729
djohnson@cvca.net
715-726-9000

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!



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 focus 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 remotely.

How To Apply: Apply through Handshake. Letter of interest and resume addressed to Kristen Giefer.

Fall Creek WI 54742
(715) 877-2212 (Phone & Fax)
e-mail: outreach@beavercreekreserve.org



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.



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.



The Midwest Artist Academy is a transformative, precollege experience for high school-aged artists offered each summer on the UWEC campus. This year, the MAA seeks a highly-motivated intern capable of overseeing and coordinating an online/social media presence and/or writing content for a regional audience. English majors can expect a robust, real-world experience. Additional potential responsibilities can be found below.

Responsibilities:

- Overseeing and coordinating an online/social media presence
- Writing content for online newsletters and web
- Learning interview skills through interviews with artists and instructors
- Brainstorming and potentially carrying out a fundraising drive
- Assisting in the planning and coordination of a weeklong precollege experience for high school- aged artists.

Benefits:

- A robust, skill-driven experience
- A portfolio of published work to showcase
- Guidance on interview skills and writing for the web
- Editorial assistance and feedback
- Networking with various creative agents throughout the region.
- The satisfaction of knowing you played an integral role in supporting young artists throughout the region.

For more, visit our website: <https://www.midwestartistacademy.org/>

Follow us on Instagram, Facebook, YouTube

Address cover letter and resume to Professor B.J. Hollars



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?

- \$50 honorarium
- Gain professional experience for your resume
- Develop content for your professional portfolio
- Personalized feedback on your written work.
- Meet authors, attend CVWG events, and participate in literary culture in the Valley!

Address cover letter and resume to Professor B.J. Hollars

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

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
- **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 _____



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.

To apply contact:
Karman Briggs
715-836-7511 ext 1174
karman.briggs@wdeoc.org



Business Center Location:
418 Wisconsin Street
Eau Claire, WI 54703
www.successfulbusiness.org

Business Writing Intern/Volunteer

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

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

Salary/Wage: Unpaid (Inkind Match)

Description:

The Staff Writing Intern/Volunteer interviews and writes client profiles/success stories for online publication. In addition, they may also write e-newsletter content, grant applications, press releases and general website content. 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/communications emphasis
- Excellent writing skills
- Proficient in Microsoft Office, Windows operating system and social media
- Ability to communicate professionally with clients and other organizations
- Ability to work compassionately and confidentiality with underserved and vulnerable populations within economic development, such as low-income, rural, minorities, veterans, woman and individuals with disabilities.

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
- Match your academic theory to applied industry practice in action
- Develop contacts within the local business community
- Western Dairyland is located along 3 major bus routes

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 WISCONSIN WOMEN'S BUSINESS CENTER

The Western Wisconsin Women's Business Center assists 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