

## **ENG 491: Internship**

### Internship Coordinators:

Rachel Smydra, English Internship Coordinator [smydra@oakland.edu](mailto:smydra@oakland.edu)

Annie Gilson, CW Internship Coordinator [gilson@oakland.edu](mailto:gilson@oakland.edu)

### Course Description

Practical experience in appropriate work position at an approved site, correlated with directed study assignments, during either fall, winter, or summer semester (four months for summer semester). In the semester prior to enrollment, the student will plan the internship in conjunction with the appropriate Internship Coordinator. Weekly email updates and a final analytical paper (10-15 pages) will be required. May be repeated once in a different setting for elective credit only.

PLEASE NOTE: THIS COURSE DOES NOT COUNT AS A 400-LEVEL CAPSTORE COURSE FOR MAJORS. Prerequisites: 16 credits in English, of which at least 8 must be at the 300-400 level, and permission of the instructor and/or one of the internship coordinators.

### **General information:**

Internships offer students valuable skills and work experience and make these skills compatible with the English Department program of study. Most students enjoy and learn from their internship experience; they also find that in this economic market, the experience they gain from interning gives them an edge that can make a difference when they are up against stiff competition for jobs.

Internships for credit are available during fall and winter semesters. Students should apply for an internship for any particular semester at least one-to-two months **before** that semester begins. Students are free to make their own arrangements to intern with an organization or a business not on the list below, but they still must fill out the paperwork in the semester **before** the anticipated internship in order to receive credit. In addition to filling out the forms (which are also available in the English Department main office), students must register for the course. Do so either online, or by getting an add slip signed.

### **List of Internships Set Up by English Department( see following pages)** Includes:

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**List of English Department Internships****Non-profits**

826Michigan IN-SCHOOLS position: The ideal in-schools intern is someone with a strong interest in working with youth of all ages and in our public education system. This internship will provide extensive hands-on experience working with K-12 students and teachers at several local public schools. In addition, interns will gain experience coordinating with volunteers and assisting with the administrative side of creating publications of student work. Interns will serve as on-site coordinator to other residency volunteers, by acting as liaison between the teachers and volunteers, helping to coordinate carpools, and welcoming new volunteers. They will also help with the administrative side of creating small student publications by typing student work, data entry, and consent form distribution and collection. Position available in Washtenaw County and in Detroit.

826Michigan CREATIVE WRITING Internship (based in Detroit): This internship will provide invaluable, hands-on after-school programming experience. By the end of the internship, the Detroit Creative Writing Intern will have gained skills both in implementing age- appropriate, supplemental writing activities and insight into encouraging students to journal their experiences. This intern will provide mini-lessons to 8-12 year olds and teens at the Detroit Public Library, as well as tutoring students who attend our program at Golightly Educational Center in Midtown. Interns will work with 826's Program Coordinator to design creative writing prompts and provide tutors with ideas to help students express themselves through writing exercises. They will lead creative writing workshops and coordinate project opportunities for students to have their work published and performed.

The Art Experience: The Art Experience is an art center located in Waterford (in the Summit Place Mall) that offers a meeting space for all members of the community to gather and make art, and also offers art therapy to people with developmental disabilities, children at risk, the mental health community, and people in recovery. The intern writes press releases, letters, internal documents, grants; he or she can also be involved in program development and the researching of grants. Funky atmosphere run by very kind people who work very hard and are at times very frazzled.

Common Ground: Administrative internship at Common Ground in Pontiac, which provides mental health services to children, teens, and adults in Oakland County. Interns will gain experience writing grants (requiring both creative and technical writing expertise, as well as audience awareness); they may also help with social media outreach and website updates. Grant writing will require interns to learn how to communicate the business of providing human services to a potential funding source, thus allowing the reader to know who Common

Ground serves, why those we serve need help, and how we deliver services to people who seek help.

Baldwin Center Creative Writing Tutor: Intern (must be CW major) will work with elementary school students at the Baldwin Center, either during the after-school program (fall and winter) or in the summer program. Intern will teach creative writing lessons to small groups of students, and will have the opportunity to do some one-on-one work with gifted students. Intern will also be able to create lessons and prompts for workshops. This is a learn-as-you-go internship requiring motivation and excitement. Staff-members of Baldwin Center will be present to help you navigate the classroom setting. This is a highly rewarding position where you can make a real difference in students' lives. (Current interns have become the youngsters' heroes!) Rebecca Reichenbach, an OU intern who has worked with the kids for a two semester, describes the internship this way: "The kids we work with are between 6-12, give or take a year for both. Our main job is to get the kids thinking creatively and writing down what they can in the period of a class. We don't have them focus on grammar or spelling, because some of the kids' skills aren't all there yet." This is a really fun position.

Beyond Basics: A 501(c)(3) student-centered, literacy nonprofit serving students in the lowest performing schools in Detroit since 2002. We partner with principals and schools to bring students to literacy by providing reading tutoring and supplemental programs – writing, art, mentoring, and partnerships – throughout the school day for students in grades Pre-K through 12. Students can work as volunteer or paid interns; the latter must become certified to teach students who would benefit from individualized reading assistance. (Certification process typically takes one week; students are not paid during the certification process.) More info at <http://www.beyondbasics.org>

Catholic Charities of Southeast Michigan: After-school tutoring internship. The tutoring program provide a quiet learning environment where elementary school students can get help when doing their homework assignments. It also provides them with opportunities to work in extra curriculum materials and improve their reading, writing and math skills. <https://ccsem.org/>

Common Ground: Creative writing internship for senior CW major. Students may work in the crisis residential unit with adults who have mental illness and/or struggle with substance abuse; there is also a young adult transitional living program and a youth runaway shelter. They would also like help starting an employee wellness project. Interns must be open-minded, ready to listen and provide support, and be willing to work with people facing serious life challenges. The creative writing intern will provide a supportive workshop setting to allow program participants to express themselves and, possibly, explore traumatic experiences. The work can be difficult but rewarding; often the participants experience transformative breakthroughs that are emotionally intense. Paperwork must be filled out at least one month prior to start of internship. All programs are located near downtown Royal Oak.

Fairness.com LLC: For students who want internship experience with online development projects (a really big growth industry) we have a contact with Dan Doernberg, the president of the nonprofit group, Fairness.com LLC. This is a distance internship; college credit is available for it but not required. More info here: <http://www.fairness.com/about/> or <http://nowcomment.com/acknowledgements>

Haven: Oakland County's Center for the Prevention and Treatment of Domestic Violence and Sexual Assault. Students can obtain clinical experience working with survivors of abuse.

Inside Out Literary Arts Project: InsideOut Literary Arts Project is a non-profit organization serving youth in Detroit. Nationally recognized for its work, InsideOut Literary Arts Project has a 20-year history of supporting Detroit students through its imaginative writers-in-schools programming, bringing creative self-expression through the guidance of expert poet-mentors to students of all ages. We seek interns that have a background or interest in language arts, education, and community activism. Duties include assisting poets or art teachers in the classroom, assembling workshop materials and assisting at events/workshops, participation in reading workshops with children or college prep work with high school students, and assisting writers and office staff with various administrative tasks.

Lake Orion Public Library: Intern will scan, digitize and upload the following local history documents to the database OaklandCountyHistory.org, a searchable history database, and to IDigOrion, a database maintained by the Orion Township Library comprised of back issues of the Orion Review and other local history documents. Students will also work with obituaries, Orion Township Chamber documents, oral history Interview tapes and material from the Observer and Eccentric newspapers.

Metropolitan Methodist Church (MUMC): MUMC, located on Woodward a few miles south of Ferndale is a multicultural community empowering people to transform and renew our city and world, with a special mission to serve the Detroit community. Internship requires 10-12 hours per week. Students will assist Administrative Assistant in communications, marketing and publicity tasks, maintain Facebook page and post to MUMC's home webpage, gather materials for, organize and design quarter-annual newsletter, maintain announcement board and meet with the Ministry Team and Administrative Asst. to provide updates and get assignments.

Oakland Literacy Council: Work with the Oakland Literacy Council to fulfill its mission of providing literacy services to the adults of Oakland County. <http://www.oaklandliteracy.com/>

Troy Community Coalition for the Prevention of Drug & Alcohol Abuse: The Troy Community Coalition for the Prevention of Drug and Alcohol Abuse is a nonprofit organization dedicated to improving the quality of life for all who live or work in Troy by promoting a lifestyle free from

the abuse of alcohol, tobacco and drugs and its impact on behavioral health. Interns may be involved in event planning and fundraising, creating monthly e-newsletter, writing press releases and newspaper articles. Students must also have a commitment to prevent drug, alcohol and tobacco abuse.

Write A House: Social Media Internship. Write a House is an organization to promote literature in Detroit by supporting the work of local writers and helping to publicize quality writing about Detroit. The WAH interns will be charged with keeping an audience of literary minded Detroiters informed of happenings in the writing world through social media. By running the Twitter handle and Facebook page for the organization, interns will help publicize reading series, book releases, book store events, and other interesting things that they run across by researching this topic. There will be opportunities to work with influential Detroit writers and media types on the overall strategy and a lot of independence in the job. As we are also working on establishing ourselves as a non-profit, the interns will need to communicate with Board members and help out with the foundation documents and fundraising. Some interest helping the organization from the ground up in that aspect is required but there will be many creative opportunities as well.

### **Publishing/Television**

Midwestern Gothic: This journal is a quarterly print literary journal out of Ann Arbor, Michigan, dedicated to featuring work about or inspired by the Midwest, by writers who live or have lived here. *Midwestern Gothic* aims to collect the very best in Midwestern writing in a way that has never been done before, cataloging the oeuvre of an often-overlooked region of the United States ripe with its own mythologies and tall tales. Interns may contribute to marketing/publicity efforts online, as well as at local bookstores and coffee houses; they may also help publicize fundraising events. Students are also given the opportunity of reading submissions and helping the editor to make selections for inclusion in the magazine. Students who take this position can work off-hours or from home.

Wayne State University Press: Founded in 1941, Wayne State University Press is a leading publisher of Great Lakes books, Judaica, and African American studies, as well as a wide range of other scholarly and general interest titles. Wayne State University Press is an established mid-sized university press that publishes approximately forty new books and six journals per year. Interns help with a wide variety of press-related tasks, including writing copy, proofreading, etc., depending on the department the intern elects to work in. The internships are available throughout the year in the following departments: Acquisitions, Editorial and Production, Marketing and Sales. You must apply very early for this – in September for Winter semester internships, and early in the calendar year for Fall.

Dzanc Books: Editorial interns will work closely with each other and members of Dzanc's editorial staff. While assisting on a wide range of projects, interns will gain hands-on experience

and training in most aspects of editorial work, while also gaining a good understanding of nonprofit literary publishing. To apply go to <http://www.dzancbooks.org/internships/>

Dzanc Books: Marketing interns will assist the Marketing and Publicity Director with Dzanc's promotion and sales efforts. Ideal candidates will be inventive, hard-working, web-savvy, and full of creative ways to market our titles. While assisting on a wide range of projects, interns will gain hands-on experience and training in all aspects of book marketing, while also gaining a good understanding of nonprofit literary publishing. To apply go to <http://www.dzancbooks.org/internships/>

ELLE Magazine: ELLE Magazine is looking for interns to work with our Features department. We need culturally savvy, hard-working self-starters to assist our edit team. You'll work with Junior and Senior Editors to research and pitch story ideas, brainstorm events for the ELLE Calendar page, transcribe celebrity interviews, and assist with office tasks. Interns must work from our New York City office. We hire interns for three periods: Winter/Spring, Summer, and Fall. To apply, please send a resume and cover letter to Brianna Kovan at [bkovan@hearst.com](mailto:bkovan@hearst.com).

CBS Television Detroit—Community Affairs Internship: This internship not only gives students a look into the community affairs department, but also an overall feel of how a television station operates. Those interested in the community affairs internship will have a chance to act as a production assistant during weekly tapings for two different community affairs programs (that run on WWJ-TV and CW50), write scripts and research questions for the programs, compose scripts for community calendars, write various PSAs (possible on camera work), create web stories for the intern blog, participate at station events, and help out with other assignments as needed. For more information on this internship, visit the CBS Detroit or CW50 Detroit website (where you'll find instructions on how to apply).

Oakland University William Beaumont School of Medicine: Editorial Intern: Students work as editorial assistants to Oakland University William Beaumont School of Medicine faculty who are preparing articles for publication. Interns get hands-on experience and guidance that will help them learn the practice of medical editing.

### **Corporations and Businesses**

Moosejaw: Buyers Internship: Intern will assist gear buyers with data entry and administrative needs. Responsibilities include creating templates in "buyer order upload" format for upcoming seasons, creating replenishment assortment templates, creating and updating vendor contact spreadsheets, submitting approved orders to vendors and un-submitting in Moosejaw's webbased system, following up on and tracking previously placed orders, checking vendor confirmations for accuracy and emailing buyers any discrepancies, checking on backorders and updating buyers via email, verifying the accuracy of product information on Moosejaw's

website, analyzing the competitive marketplace, including monitoring competitor and vendor websites. Great for students interested in a purchasing-related career.

Moosejaw: Copywriting Internship: Intern will assist internet marketing team with developing relevant and effective content throughout Moosejaw.com. Responsibilities include creating, editing, and proofing relevant and unique content for Moosejaw.com, assisting with content creation to improve Search Engine Optimization (SEO), developing keyword lists and implementing keywords into original copy, communicating with supervisors to ensure copy is on brand, assisting the internet marketing team with executing new content strategies and seasonal updates Intern must have excellent spelling and grammar skills and creative thinking skills. Experience with Google Adwords and other keyword tools, HTML and other web development coding, web analytics terminology, capabilities and reporting, along with an understanding and knowledge of outdoor and adventure sports is preferred, but not required.

Moosejaw: Graphic Design Internship: Intern will get to experience working on a strong brand and creating new and game-changing things in the name of making retail fun. Responsibilities include:

Designing web graphics, t-shirt graphics, print collateral, assisting with any photo retouching for web and print work, working with the marketing team in brainstorming sessions and soup-offs, proofreading and verifying product info for catalogs and web content , assisting in photoshoots, which may require some traveling around town. The graphic design intern must be proficient in Photoshop, Illustrator, InDesign and have a general working knowledge of MS Excel. Illustration skills, experience with social media outlets are helpful. Coursework in graphic design or advertising is required.

Oakland Business Review: This is a weekly newspaper based in Novi devoted to reporting on and monitoring the businesses and business deals in Oakland County. The intern will work closely with the editor, and will be actively engaged in researching and writing stories, making contacts in the business community, attending conferences, etc. This is a challenging and exciting position for someone with excellent research and writing skills, and would be especially good for someone with a journalism minor, though that is not a prerequisite for the position.

Thomson Gale: Based in Farmington Hills, Thomson Gale is a world leader in e-research and educational publishing for libraries, schools and businesses. It is best known for its reference works, magazine and newspaper articles, and the 600 databases it maintains online, in print and in microform. Interns help to develop Thomson Gale products, such as text books or on-line resource systems. In some cases, interns take on project leadership responsibility for the development of a new product. (Only available in summer; students should google them for application info and follow guidelines.)

SMZ Advertising: Troy-based advertising firm. This position involves developing advertising copy, slogans, and campaigns; it can also include writing press releases, calling journalists and

verifying interest and facts, and researching potential stories. Students must contact the company themselves to apply. <http://www.smz.com/Contact/Directions.aspx>

OU Media Relations Department: An interest in a media relations career is a prerequisite for this internship. New media skills are also desirable. The intern will be responsible for attending select events on campus and writing Web stories (to appear on the News at OU Web site), drafting press releases, building the existing list of e-mail addressees for reporters in out-of-state and national markets, filing clips and producing clip reports, enhancing and consistently updating the Reporter Resources Web site, expanding the existing list of faculty experts, and tracking and reporting on public blogs and video sites (like YouTube) to monitor OU's reputation. Additional duties, time permitting, may include proofreading Web stories and compiling the weekly student and faculty/staff broadcasts. For credit only.

Blue Care Network: Health care communications internship. Students write copy for internal and/or external publications; copy includes newsletter articles, letters, brochures, electronic and print manual pages, Web pages, training presentations, e-mail/fax messages, on hold voice messages. Position requires excellent writing, editing, and proofreading skills that translate into clear, accurate, and comprehensive communications, and knowledge of or desire to learn one or more of the following software packages used in communications: Acrobat Professional, InDesign, PageMaker, PowerPoint, Excel, Dream weaver, FrontPage, Visio, and Access.

Hurley Medical Center Graduate Medical Education blog: Projects include: Editing scientific manuscripts for publication (following specifications in the targeted journal); interviewing subjects & writing articles for the Graduate Medical Education blog (typically involves medical students, resident physicians and faculty); writing press releases based on blogs and publications/presentations, which will be given to our marketing department for internal and external distribution.

### **Media positions (Detroit Metro Area):**

Hour Magazine: Two separate positions, one as a PR aide and the other as an editorial intern. For this position, you must contact *Hour* yourself and follow their intern application procedures. Do mention that you are an OU English student; they know us and are partnering with us – this should get you special attention.

The Detroit Jewish News and Red Thread Magazine: Seeking intern who is plugged into the issues affecting the Jewish community, who has excellent writing and proficient reporting skills, is looking to learn and is a team player. The intern will be assigned to the news and features desks, asked to cover local events, and take photographs. The candidate will also play an integral role in keeping the JN website up to date and contributing to the JN and RT social

media efforts. 20-hour a week. Send resume and clips to Bryan Gottlieb at (bgottlieb@renmedia.us).

Real Detroit: Students research and write articles, depending on the publication's need and students' abilities. For this position, you must contact *Real Detroit* yourself and follow their intern application procedures. Do mention that you are an OU English student; they know us and are partnering with us – this should get you special attention.

Oakland Press: Writing and researching articles and press clips (students should have had a course in journalism or experience working for a paper such as the *Oakland Post*). For this position, you must contact *Oakland Press* yourself and follow their intern application procedures.

OU Media Relations Department: An interest in a media relations career is a prerequisite for this internship. New media skills are also desirable. The intern will be responsible for attending select events on campus and writing Web stories (to appear on the News at OU Web site), drafting press releases, building the existing list of e-mail addressees for reporters in out-of-state and national markets, filing clips and producing clip reports, enhancing and consistently updating the Reporter Resources Web site, expanding the existing list of faculty experts, and tracking and reporting on public blogs and video sites (like YouTube) to monitor OU's reputation. Additional duties, time permitting, may include proofreading Web stories and compiling the weekly student and faculty/staff broadcasts.

### **Education/Oakland University positions**

#### **History and Research:**

Troy History Museum: Researching and reporting on documentary holdings in archives. Students usually take on a project that they research and write up, under the supervision of the Troy History Museum historians and writers.

#### **Oakland University positions:**

OU Media Relations Department: An interest in a media relations career is a prerequisite for this internship. New media skills are also desirable. The intern will be responsible for attending select events on campus and writing Web stories (to appear on the News at OU Web site), drafting press releases, building the existing list of e-mail addressees for reporters in out-of-state and national markets, filing clips and producing clip reports, enhancing and consistently updating the Reporter Resources Web site, expanding the existing list of faculty experts, and tracking and reporting on public blogs and video sites (like YouTube) to monitor OU's

reputation. Additional duties, time permitting, may include proofreading Web stories and compiling the weekly student and faculty/staff broadcasts.

Oakland University Career Center's Student to Professional Organization: Student to Professional is a student organization at Oakland University that strives to give students the necessary skills to successfully transition into the working world by organizing and assisting with on-campus business events. The intern will work closely with the organization advisor to assist in the planning and preparation of the annual Student to Professional Conference by writing press releases, letters, and other documents to advertise the event; editing and publishing internal documents; attending all organization meetings; attending and assisting in on-campus events; and utilizing various social media outlets to promote the organization. Other roles and activities can be developed based on the individual's interest.

The Honors College: Interns will assist with Honors College events, including visiting speakers and video-linked electronic events worldwide; they will also be part of the reviewing and editing processes for some publications emerging from The Honors College. They will also assist with planning for future events and guest presentations, and play a role in assisting with generating information and growing connections across the university as The Honors College moves into its 35th year.

Kresge Library Archives: Updating the Oakland University building history; updating and organizing the newspaper clipping and press release archive; creating a subject index for Oakland Magazine; the student newspaper; and for the Board of Trustees minutes. (Three separate projects.)

### **Oakland University William Beaumont School of Medicine:**

Editorial Intern: Students will work as editorial assistants to Oakland University William Beaumont School of Medicine faculty who are preparing articles for publication. Interns get hands-on experience and guidance that will help them learn the practice of medical editing.

### **School of Nursing:**

Health Care Public Relations: This internship focuses on assisting the School of Nursing with press releases that pertain to School of Nursing (SON) events or news; writing stories for the SON website; and writing articles for area hospital newsletters, the alumni newsletter and donor magazine, and local media. There may also be opportunities to write radio copy or ad copy. (Training available; no experience in health care necessary.)