

ENG 491: Internship

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Course Description:

Practical experience in appropriate work position at an approved site, correlated with directed study assignments, during either fall or winter semester. In the semester prior to enrollment, the student will plan the internship in conjunction with the Internship Coordinator and with the approval of the department chair. A final analytical paper 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 SEMINAR COURSE, WHICH IS THE REQUIRED CAPSTONE COURSE FOR ALL ENGLISH MAJORS.

Prerequisites: 16 credits in English, of which at least 8 must be at the 300-400 level, and permission of the instructor and the department chair.

Students who are interested or have further question about internships should contact Annie Gilson, Internship Coordinator, at gilson@oakland.edu

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. For more information on the financial benefits of doing an internship, please see Straight Talk on Internships, Financing, and Careers, available in a folder on the door of 542 O'Dowd, or in the English Department main office. More copies of this memo are also available in both places, and on the English Department website: <http://www.oakland.edu/?id=12017&sid=322>

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 on the door of 511 WH and 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)

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List of Internships Set Up by English Department:**Non-profits:**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.

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.

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.

Museum of Contemporary Art in Detroit –

The mission of the Museum of Contemporary Art Detroit is to present art at the forefront of contemporary culture. As a non-collecting institution, MOCAD is responsive to the cultural content of our time, fueling crucial dialogue, collaboration, and public engagement. Interns can help to write catalogue, artist biographies, curate exhibitions, and interact with and inform the public about MOCAD's mission.

Announcing a new internship for senior Creative Writing majors and English students who have already completed at least 3 creative writing workshops.

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.

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 maintain 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.

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.

Publishing/Television:**Absinthe: New European Writing –**

This journal publishes poetry and prose by contemporary European writers. Interns contribute to marketing/publicity efforts online, as well as at local bookstores and coffee houses; they 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.

Edco Publishing—

EDCO Publishing is a small woman-owned publishing company that designs and creates custom education curriculums, children's books and workshops for educators. EDCO is also responsible for creating curriculum, scheduling and managing fieldtrips and providing teacher in-services for the Walter P. Chrysler Museum. Interns will perform varied duties related to the above which will include but not limited to: editing and proofreading, taking and shipping orders for books, using computer publishing software and database systems, attending workshops and assisting group leaders at the Chrysler Museum.

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/>

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/>

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).

Corporations and Businesses:

Teacher's Discovery—

Business providing high quality, fun, and affordable educational supplemental materials in the following areas: foreign languages, English, social studies, and science. As a company, we believe that learning should and can be fun! Interns assist with the product development process, market existing products, assist with purchasing, and do data entry for interactive games. Proficient in Microsoft Word, Powerpoint, Excel, and Internet explorer a plus.

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.

English Department:

British Studies at Oxford—

This position involves research on study-abroad programs and current cultural events in London and Oxford, website development and maintenance, writing and production of publicity material (brochures and press releases), correspondence, and development of PowerPoint presentations for meetings of interested students. Although the intern will work closely with the program director, this is largely a distance-working position, and the intern will need to have independent access to a computer with an internet connection. Interns who wish to enroll in the British Studies at Oxford Program in July 2007 will be allotted a \$1000.00 scholarship towards program expenses and tuition. (Available only for winter semester.)

Kresge Library:

Electronic Media – Digital librarianship: student will help with the digitalization of Special Collections holdings.

Electronic Media – Student will help to create library websites and develop new media resources. Training in DreamWeaver is considered part of this internship.

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.)

Instruction – Assisting in the classroom during library instruction. The intern helps to create instructional materials, drafts documents, edits and revises online materials, and assists in classroom teaching.

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.)