

### CWC 2025 Internship Description

The Center for Writing and Communication at The University of Memphis will offer one internship per semester to an undergraduate English major who wishes to understand and experience the workings of a writing and communication center. The internship must be applied for in advance of the semester's start, and the intern must agree to the following tenets to be considered.

1. Offered to undergraduate students working for course credit for the Internship course in English (ENGL4640).
2. Completed for 3 hours course credit (as an elective) toward an undergraduate degree, equaling 10 hours work per week, and paid \$3,000 through the Mellon grant. The weekly 10 hours will be scheduled with the understanding that some special events may fall outside of the regular weekly assigned hours, and though the intern is not required to attend those events that conflict with other obligations, they must agree to make every effort to attend if possible.
3. One semester duration, from the first week of classes to the end of exam week. (May be repeated for a second semester.)
4. Over the course of the semester, the student will work their way through a set curriculum including completing the comprehensive online training modules, shadowing consultations in person and online, aiding in hosting the Tigers Write, Tigers Speak, and Tigers Talk events, working the CWC table at University events, shadowing the desk lead, reading about the missions and impacts of writing and communication centers, and becoming acquainted with the different aspects of CWC office management responsibilities. (\*Interns with interests in graphic and/or document design may be encouraged to utilize those skills, as well, as part of their working hours and as part of their personal portfolio.)
5. A daily/weekly checklist of recurring activities will be provided, in addition to the previously described progressive training, including light housekeeping and other maintenance activities.
6. A midterm review will be completed by the internship supervisor from the CWC.
7. A midterm reflection letter will be completed by the student intern.
8. An exit survey will be administered upon completion of the internship.
9. The student intern will complete an essay writing component upon finalizing the internship as evidence of mastery of the general knowledge of the inner workings of a writing and communication center.
10. The Director will submit a letter of recommendation upon culmination of a satisfactory internship upon request.