

WCS 2026 Internship Description

Writing and Communication Services 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. The following prerequisites must be met to be considered for the internship:
 - Offered to Junior and Senior undergraduate English majors working for course credit (as an elective) for the Internship course in English (ENGL4640).
 - Applicants must have completed ENGL1010, ENGL1020, and either ENGL2201 or 2202 with no less than a B in each course.
 - The applicant must submit two writing samples before the interview.
 - The applicant must participate in a live interview with the writing center director.
2. The intern will work 12 hours per week for 12 weeks, paid \$3,000 through the Mellon grant. The weekly 12 hours will be scheduled with the understanding that some special events may fall outside 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. (May be repeated for a second semester.)
4. Over the course of the semester, the intern will work through a set curriculum including:
 - Completing online training modules
 - Shadowing consultations
 - Leading consulting sessions
 - Aiding in hosting the Tigers Write, Tigers Speak, and Tigers Talk events
 - Working the WCS 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 WCS office management responsibilities.
 - *Interns with interest 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 WCS.
7. An exit survey will be administered upon completion of the internship.
8. 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.