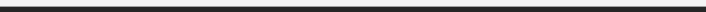


WRTC

Internships

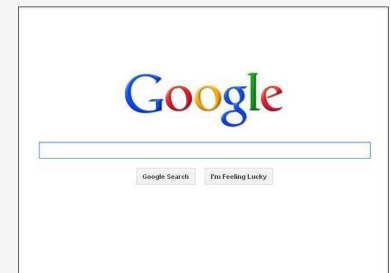
WRTC 495

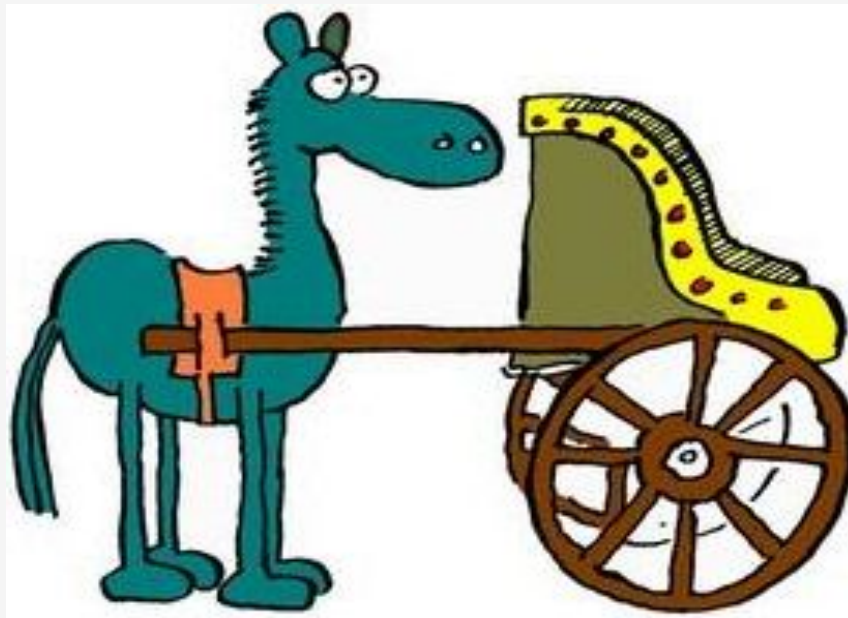


# Where do I start?



- Career and Academic Planning
- Job and internship ads
- Network with family, neighbors, friends
- Company websites
- WRTC LinkedIn site (search for writing, rhetoric and technical communication and ask to join)
- Online searches





*Getting an internship is oftentimes like putting the cart before the horse because you have to obtain the internship, and then seek approval from the internship coordinator, in order to register.*

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# Solicited internship positions

These are internship positions that are advertised on LinkedIn. Announcements come from

- JMU departments and offices
  - Local, regional, national and international companies/organizations
  - Opportunities sent to us by WRTC alumni
  - Individuals who need specific help on a certain project (build website, edit a book, write a manual)
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# Unsolicited interns positions

These are internships that you create because you've heard about, or realize you can make, an opportunity. Note: I can help you turn a good idea into an internship. Sometimes you can turn an existing or upcoming job into an internship.

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# Google search: what do you want to do?

Search, for instance

- Technical writing internships
  - Editorial internships
  - Web design internships
  - Proposal writing internships
  - Technical editing internships
  - Medical writing internships
  - Copywriter internships
- 



## Where have students interned?

*SUNRNR OF VIRGINIA*    *IVY PUBLICATIONS IN CHARLOTTESVILLE*  
*THE COLLINS CENTER*    *HUSS & DALTON GUITAR CO.*  
*JMU COMMUNICATIONS/MARKETING*    *JMU CREATIVE SERVICES*  
*JMU CIT*    *MAMA'S CABOOSE*    *ABOUT GIVING*    *LONDON*  
*PARENT RELATIONS*    *RESTON BIBLE CHURCH*    *JORDAN*  
*JMU WRITING CENTER*    *THE CHILDREN'S INSTITUTE*    *THE BREEZE*  
*SHENANDOAH VALLEY BLACK HERITAGE PROJECT*    *IBM*  
*FAIRFIELD CENTER/HARRISONBURG INTERNATIONAL FESTIVAL*  
*DUBAI/CAPE TOWN*    *SPIRIT FM RADIO*    *PEACE CORPS*  
*FIDELITY NATIONAL INFORMATION SERVICES*    *NOBLIS, INC.*  
*JMU ORIENTATION*    *INFORELIANCE CORP.*    *SOFTRONYX, LLC*  
*BLUE RIDGE LEGAL SERVICES*    *NATIONAL SCIENCE FOUNDATION*  
*CAT'S CRADLE*    *MERKLE, INC.*    *A WOMAN'S PLACE*  
*LATINA STYLE MAGAZINE*    *TUPELO PRESS TEEN WRITING CENTER*  
*NATIONAL ALLIANCE ON MENTAL ILLNESS*    *HEADBANDS OF HOPE*  
*VALLEY AIDS NETWORK*    *GEMEINSCHAFT HOME*    *SECOND HOME*

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## Odds and Ends

- You can intern in the fall, spring or summer. If you intern in the summer, the university bills you for the class even though we do not meet officially. You do earn three credits at completion.
  - It's not unusual for students to have to take an incomplete to finish the 150 hours—does not affect your final grade or GPA.
  - Once you are registered for and begin your internship, you report to me on a dedicated Canvas site until you have reached the required 150 hours.
    - You report your activities to me in memo format every two weeks (sample report on Canvas).
    - Your supervisor/intern provider will complete an evaluation at the end of your 150 hours that also recommends your grade. Then, you write a reflective closeout report (sample on Canvas).
    - I can raise or lower the recommended grade based on your reporting.
    - WRTC is a required core class for majors and optional for minors.
    - Not reporting, or reporting habitually late, is the main problem I encounter with interns.
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# Finally...

- Feel free to make an appointment and we can brainstorm internship ideas together.

**Schedule Appointment**

[allen2cj@jmu.edu](mailto:allen2cj@jmu.edu)

Harrison Hall 2295

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