Professional Writing Capstone Internship Posting

The Minor in Professional Writing seeks writing interns who have completed required prerequisites* and are enrolled in (or have completed) English 4150 to contribute writing skills, such as marketing, editing, PR, business communication or grant-writing, to a local Columbus-area organization. The Professional Writing Minor program will place successful applicants with a partnering business, nonprofit, university or government organization.

Interns contribute writing and writing-related duties 8 hours each week on site, and they attend the capstone course, English 4189, 2 hours each week.

Successful candidates may contribute any of the following to a workplace, depending on workplace needs:

- Write press releases for media contacts to promote workplace events
- Write pitches for P.R. firm
- Develop feature articles to promote in-depth interest in organization
- Organize and implement social media campaigns to promote business
- Ensure that copy follows AP style
- Produce marketing copy that appeals to potential clients, investors or attendees of an event
- Translate technical/specialized information of a research organization for a broad audience
- Creatively telling a story for company blog to indirectly sell an experience or product
- Write creative and engaging, easy-to-read-aloud scripts for radio shows
- Edit and proofread copy to ensure error-free prose
- Produce professional internal business correspondence such as emails, memos, slide decks, grant proposals and/or RFPs

Successful candidates may also contribute any of the following writing-related skills:

- Interview individuals associated with the organization to gather compelling information and craft a human-interest story
- Research, consolidate, and/or summarize information for marketing or internal business correspondence purposes
- Work within (or coordinate) a group
- Work on a tight deadline, such as a 24-hour turnaround
- Write concisely
- See a large project through from conception through development to final edits

* Prerequisites: Any 2367 course, Elective A, and Elective B. If you have completed one elective and are currently enrolled in either Elective A or B at the same time as 4150, you may apply.

* If you will graduate the next semester and would need to take Elective A or B with the capstone course, email Dr. Martin (martin.1667@osu.edu) to talk about your situation.
To apply

Successful applicants will submit a work-world-ready cover letter, writing-related resume and writing portfolio, which consists of 3 writing samples from previous professional or coursework experience.

Portfolios should showcase the candidate’s best writing skills across a range of genres and audiences. Applicants should choose writing samples based primarily on quality, but they should also choose samples that are related, as much as possible, to what they want to produce during the internship.

Part 1. Cover Letter
The cover letter should introduce the candidate’s 3 writing samples in the portfolio and do the following for each:

- Offer background information to help audience (both PWM staff and the workplace) understand them: What are the purpose and audience? In what context will the piece reach readers?
- Address why you’ve included the piece: Which relevant writing skills does it showcase?

Exemplary cover letters demonstrate an awareness of audience and purpose of cover letters by targeting the Minor in Professional Writing internship program and by emphasizing the skills the applicant will bring to the workplace—not how the student will grow from an internship experience.

Part 2. Resume
The resume should be crafted to emphasize writing skills rather than all possible work experience. This may mean re-examining a past job to find and emphasize the writing-related duties, or it may mean eliminating some work experience that was not related to writing and including a “Relevant Coursework” section.

Exemplary resumes focus on writing and writing-related skills, use specific, dynamic and relevant action verbs, and provide enough detail to be compelling.

Part 3. The Three Samples
Exemplary samples show an understanding of the genre being used, as well as an understanding of the specific audience and purpose of this piece. Even if the piece comes from a course, the cover letter introduction and sample should demonstrate that you understand how it could target a real-world audience if you were to publish it.

The Entire Portfolio
Exemplary portfolios are copyedited thoroughly and exhibit an understanding of clear, standard American English professional prose.
### Potential Internship Placements**

*At this stage, do not specify which partner you want.*

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<thead>
<tr>
<th>Company/Role</th>
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<tbody>
<tr>
<td>2nd and 7 Foundation</td>
<td>Ohio State Bar Association</td>
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<tr>
<td>614 Media Group/1870 Magazine</td>
<td>Communications and Marketing</td>
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<td>Advocacy and Protective Services</td>
<td>Ohio State Bar Association Continuing Legal Education</td>
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<td>Affinity Consulting Group</td>
<td>Ohio Travel Association</td>
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<td>Alan Morgan Group</td>
<td>OSU Airport Communications</td>
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<tr>
<td>Battelle</td>
<td>OSU Athletics (spring only)</td>
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<td>Belle Communications</td>
<td>OSU Center for Automotive Research</td>
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<td>Benefactor Group</td>
<td>OSU Corporate Engagement</td>
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<td>Center for Automotive Research</td>
<td>OSU Energy Services and Sustainability</td>
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<td>City of Hilliard</td>
<td>OSU Office of Advancement, College of Education and Human Ecology</td>
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<td>CityScene Media Group</td>
<td>OSU Office of Outreach and Engagement</td>
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<td>Columbus Museum of Art</td>
<td>OSU Office of Student life</td>
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<td>Craft: Exploring Creativity</td>
<td>OSU Office of the Chief Information Officer (OCIO) and Office of Distance Education and eLearning (ODEE)</td>
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<td>Cramer and Associates</td>
<td>OSU STEAM Factory</td>
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<td>Creative Spot</td>
<td>OSU Urban Arts Space</td>
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<td>Disability Rights Ohio</td>
<td>OSU Wexner Medical Center Communications &amp; Marketing</td>
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<td>Godman Guild</td>
<td>Paul Werth Associates</td>
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<td>Great Lakes Publishing</td>
<td>Team Fleisher Communications</td>
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<td>Heritage Ohio</td>
<td>United Way of Central Ohio (Volunteer Engagement Department)</td>
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<td>JP Morgan Chase (Finance Modeling team)</td>
<td>Versatile Words</td>
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<td>Local Matters</td>
<td>WCBE</td>
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<td>M+A Architects (spring semesters only)</td>
<td>WOSU Public Media</td>
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<td>Manufacturing and Materials Joining Innovation Center</td>
<td>Xcelerate Media</td>
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<td>McConnell Arts Center of Worthington</td>
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<tr>
<td>Ohio Commission on Minority Health (spring semesters only)</td>
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<td>Ohio History Connection</td>
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**Not all placements are available every term, and placement options may change at any time before your interview due to shifts in workplace needs, staffing, or other dynamics.

After your portfolio is approved, you will review current placement options and discuss your top 3 choices with the Coordinator, who will make a placement suited to your interests and skills and the workplace’s needs.