

**Minor in Professional Writing**  
**Application Form: Internship in Professional Writing**

*Professional writing is high quality writing, often reflecting specialized knowledge, styles, and formats, done in an occupational or scholarly setting. Through this application, you are requesting a professional writing internship in a Columbus-area workplace.*

**THIS APPLICATION IS FOR REFERENCE ONLY. Apply online at [go.osu.edu/prof-writing-apply](http://go.osu.edu/prof-writing-apply)**

1. Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

OSU E-mail Address \_\_\_\_\_ Phone Number \_\_\_\_\_

What is the best way for the coordinator to contact you with time-sensitive information during the application and interview process?

\_\_\_\_\_ OSU Email \_\_\_\_\_ Phone (voicemail) \_\_\_\_\_ Text

College of enrollment \_\_\_\_\_ Major \_\_\_\_\_

Expected Graduation Date \_\_\_\_\_

2. Semester when you'd like to do the internship \_\_\_\_\_

If you're applying in Spring semester for Summer/Fall internships, you will be prompted to choose one of the following.

\_\_\_ summer only \_\_\_ fall only \_\_\_ either, summer preferred \_\_\_ either, fall preferred \_\_\_ either, no preference

3. If you are interested in a fall internship, will you be available in Columbus over the summer to complete an in-person interview between May 1 and July 30, if necessary?

**Course Requirements**

\_\_\_\_\_ 2367 (Writing Level 2) If COMM major, what other than COMM 2367? \_\_\_\_\_

\_\_\_\_\_ **Elective A.** Select one: English 3304, 3305, 3405, 4567S, and CSTW or English 3467S

\_\_\_\_\_ **Elective B.** Select one: Agricultural Communication 4130, 5135; Agricultural

Systems Management 2305; Aviation 2200; Communication 2210, 2221, 2321, 2511, 3334, 3404, 3629, 4202, 4511; Construction Systems Management 2305; English 2268, 2269, 2276, 3271, 3468, 3662, 4568, 4569, 4570, 4572, 4574; Theatre 5331, 5961; or a second course from Elective 1 (please specify: \_\_\_\_\_)

\_\_\_\_\_ English 4150 (formerly ARTSSCI or CSTW 4150). When? \_\_\_\_\_

**Areas of Interest (Rank options 1-7 and 1-8, 1 being most exciting.)**

4. What areas of organizations are most exciting to you?

\_\_\_\_\_ Arts \_\_\_\_\_ Community Service & Advocacy \_\_\_\_\_ Marketing/PR

\_\_\_\_\_ Law & Politics \_\_\_\_\_ Nonprofit \_\_\_\_\_ Publishing & Media \_\_\_\_\_ University Life

5. What kinds of writing and writing-related tasks are you interested in focusing on in your internship?

\_\_\_ Technical writing \_\_\_ Grant writing \_\_\_ Creative writing \_\_\_ Editing & proofreading

\_\_\_ Internal business communications (emails, business-to-business letters, memos, etc.)

\_\_\_ Writing for print-based marketing or promotion materials (posters, brochures, etc.)

\_\_\_ Writing for digital materials (blog writing, social media, etc.)

\_\_\_ Writing for the media (press releases, feature stories, magazine pieces, material for radio

6. What will your transportation situation be during the semester you want an internship?

7. What are your strengths in professional writing?

8. How did you first hear about the Minor in Professional Writing?

*Submit this completed application with your cover letter, resume and portfolio of three writing samples to Dr. Lindsay A. Martin, Coordinator, Minor in Professional Writing. **Meticulously proofread** all of your application materials before you submit them to ensure that they are work-world ready. If you have questions about the application process, email the coordinator at [martin.1667@osu.edu](mailto:martin.1667@osu.edu).*