

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.

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 _____

3. Please **check** the requirements you have completed toward the Minor in Professional Writing. **Circle** the courses you have taken or are in progress with.

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

_____ **Elective 1.** Select one: English 3304, 3305, 3405, 4567S, and CSTW or English 3467S

_____ **Elective 2.** 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? _____

4. What areas of organizations are most exciting to you? [You must choose at least 3; you may choose more.]

_____ Arts _____ Community Service & Advocacy _____ Marketing/PR

_____ Law & Politics _____ Nonprofit _____ Publishing & Media

5. What kinds of writing and writing-related tasks are you interested in focusing on in your internship. [You must choose at least 3; you may choose up to 5.]

_____ Technical writing

_____ Grant writing

_____ 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)

_____ Editing & proofreading

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

_____ Creative writing

6. What are your strengths in professional writing?

7. 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, e-mail the coordinator at martin.1667@osu.edu.*