



PROFESSIONAL WRITING INTERNSHIP

The Professional Writing Internship provides students with the opportunity to complement their knowledge of theories and practices learned during coursework with “real world” application while providing service to local businesses and organizations.

English 498, a one-to-fifteen credit, pass/fail option, requires students to work in local organizations or businesses for 15 weeks (a total of 50 hours per credit). Students complete writing projects that reflect their writing interests and provide needed assistance to the host organization. Past interns have been hosted by

- ➔ Clark Public Utilities,
- ➔ Salmon Creek Journal,
- ➔ Columbian newspaper,
- ➔ WA State Legislature,
- ➔ LaCamasLife Magazine,
- ➔ Clark County Historical Museum,
- ➔ Oregon Zoo.

Before you pursue a Professional Writing Internship, you must successfully complete English 402 and English 405 with a B or better. With the approval of the Director of the Professional Writing Program, you may enroll in English 405 concurrently with English 498. In addition, your prior writing experience must demonstrate an appropriate level of expertise and maturity to qualify as an intern.

For more information, please contact:

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PROFESSIONAL WRITING INTERNSHIP (cont.)

Begin your search by preparing a letter of introduction to the Director of the Professional Writing Program that addresses

- The kind of internship that interests you,
- Your qualifications for that internship,
- Your long-term writing goals,
- Your work availability, and
- Three professional/academic references.

Schedule a meeting with the Director of the Professional Writing Program to review your letter, résumé, and cover letter. If the Director believes you are an appropriate candidate for a writing internship, together the two of you will develop a list of potential host organizations.

You must investigate these potentials on your own by submitting your résumé and cover letter and arranging an interview.

Once you have secured your internship, you, your internship host, and the Director of the Professional Writing Program will sign an Internship Contract.

Complete one Letter of Intent outlining what you hope to accomplish and one Progress Report midway through the semester. Both documents should be addressed to the Director of the Professional Writing Program.

Present a final report to the Director of the Professional Writing Program that discusses your completed internship project. In addition, your internship host will complete a formal evaluation of your work for the Director of the Professional Writing Program.

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