

# 2017-2018 Internship @ The Community Literacy Center



**Job Title:** 2017-2018 intern for the English Department's Community Literacy Center (CLC)

**Job Description:** The intern will work with the Community Literacy Center faculty to design a set of literacy research and outreach projects. Projects might include one or more of the following:

- working with a faculty mentor to pilot community literacy programming such as creative writing mini-classes, workplace writing mentorships, or literacy tutoring experiences;
- investigating current policy on a national and regional level in order to understand the politics of funding public education;
- developing training materials for community-based literacy partnerships;
- researching and writing grant proposals
- working directly with a community partner in order to understand a research question (e.g. what is the relationship between socio-economics and an extracurricular book club?);
- researching and building the CLC webpage;
- planning and facilitating a local literacy event (readings, workshops, etc.);
- developing assessment tools in order to measure how literacy skills are advanced by a particular classroom approach or set of materials;
- working with a mentor in the CLC office to gain experience with literacy program administration;
- designing a research study and collecting primary data on existing literacy outreach programs; or
- an alternative project designed by you.

**Credit:** Interns can earn up to 6 credits for their work.

**Requirements:** The intern will complete 240 hours during the 2017-2018 academic year (120 hours per semester @ 8 hours per week). Interns will contribute to the development of the CLC through documentation of their work (maintaining an annotated bibliography of research, composing a weekly 'intern' blog entry, adding to the literacy research files). **Successful applicants must be available to staff the CLC office for 5 hours per week.**

## Qualifications:

- Junior, Senior standing or enrolled Graduate Student
- Ability to research and compile research data independently
- Superior writing skills (Student must demonstrate superior written communication skills; Completion of CO150 or equivalent required; upper division writing coursework preferred)
- Superior organization skills
- Excellent communication skills
- Interest in developing sustainable relationships with literacy and education groups in the greater Fort Collins community
- Ability to work collaboratively with CLC staff/interns, as well as community partners
- Ability to represent CLC and CSU's English Department in a professional manner

Applications are due by 4pm on May 5, 2017. Applications available at <http://csuclc.wordpress.com/intern-resources> or upon request. Applications can be mailed to Mary Ellen Sanger, 346A Eddy Hall, CSU, Fort Collins, CO 80523, placed in the Community Literacy Center mailbox or submitted electronically to [clc@colostate.edu](mailto:clc@colostate.edu). Tobi Jacobi is happy to answer questions or provide more information: [Tobi.Jacobi@colostate.edu](mailto:Tobi.Jacobi@colostate.edu).

# Community Literacy Center Intern Application

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Name: \_\_\_\_\_

Major/Concentration: \_\_\_\_\_

Year: \_\_\_\_\_

Address: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

Please answer the following questions on a separate sheet of paper.

1. The CLC is committed to working within a collaborative community literacy framework and will give you the opportunity to learn more about what that means. As a starting point, could you describe your definition of literacy--and how you see literacy working within our local communities?
2. Describe your experiences working with communities beyond the academy. What benefits/challenges do you see in this kind of work?
3. The CLC is always interested in creativity and growth. Please describe 2-3 kinds of projects that most interest you. In other words, what kinds of literacy research/action are you interested in pursuing?
4. The CLC works with underserved populations. Our SpeakOut! programs focus on incarcerated women and men and at-risk youth in rehabilitation centers. Please describe any education, volunteer, work, or other experience that familiarized you with such circumstances.
5. In 2016-2017 Speak Out! workshops will meet weekly in the evening with at-risk youth or incarcerated adults through the following community partners: Turning Point Center for Youth and Family Development, Remington House, Larimer County Detention Center, and Community Corrections/Work Release. Describe the community group you are most interested in working with.
6. Finally, we value creative thinking and problem-solving in the Community Literacy Center. Could you describe a situation that highlighted your creative abilities?

#### Application Checklist:

- Resume/CV
- Contact Information for 2 Professional References (name, affiliation, & phone numbers)
- Transcripts (unofficial okay)
- Community Literacy Center applicant questionnaire

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