

APPALACHIAN STUDIES ASSOCIATION



Spring 2024 Internships

Students who work with the ASA will develop a broad skillset through hands-on professional experience. Interns for the spring term will work with ASA staff on a variety of projects. Interns will be asked to assist with copyediting the association newsletter, conference materials and journal; update and expand website content; create content for the association's social media accounts and creation of conference materials; data management. Responsibilities will vary dependent upon student's field of study and interests. Interns will receive undergraduate or graduate course credit.

You will need:

- Curriculum vitae / resume
- Letter of interest
- Letter of Agreement from a faculty sponsor who will oversee the internship course
- Name and contact information of instructor, and course title and number
- Documentation that internship is part of a course of study (syllabus, course requirements, service learning partnership agreement, etc.)
- Evaluation form from course instructor (if any)

NOTE: You must be registered for a course that requires an internship by the end of the first week of classes. (For example: HON 489, HST 680-201, ENG 490, JMC 490 or JMC 491).

See course requirements for more information



**DEADLINE FOR SUBMISSION
OF MATERIALS: THE END OF
THE SECOND DAY OF
CLASSES**

THIS IS AN UNPAID INTERNSHIP

For more information, and to apply for this internship, please contact Ann E. Bryant, Office Manager of the Appalachian Studies Association



304-696-2904



mullins88@marshall.edu

Spring 2024 Internships Requirements



ASA Requirements:

- Commitment to Appalachia and its people
- Technology skills including Teams, Zoom, and Microsoft 365
- Optional: Wix and Canva
- Strong organizational skills
- Strong communication and people skills
- Strong academic writing/editing skills
- Strong standard English grammar/writing knowledge
- Availability: 10 hours per week; maximum hours per semester set by course and instructor; and availability to attend annual conference March 6-10, 2024, in Cullowhee, NC
- GPA: 3.0 or above
- Progress report outlining work completed and number of hours worked (submitted twice per month)

Other:

Additional requirements may be mandated by specific departments/instructors

Rewards of being an intern with the ASA:

- Fulfillment of course/degree program internship requirement
- Byline in the conference program/association newsletter/journal (dependent upon assigned duties)
- Professional reference for career placement file (available upon request)
- May include hands-on professional experience with:
 - a national conference
 - association website
 - association newsletter
 - social media
 - ASA silent auction
 - scholarly journal

**Learn more
about ASA**



Please send required materials
electronically to Ann E. Bryant



mullins88@marshall.edu