

2025-2026 Internship @ The Community Literacy Center English Department



Job Title: 2025-2026 intern for the English Department's Community Literacy Center (CLC)

Job Description: This year-long internship connects students (in any major or department) with Community Literacy Center faculty to facilitate community literacy research and projects including participation in these three areas:

- **Program Design and Facilitation:** You will work directly with the CLC's SpeakOut! writing workshops in the community. This is a two-semester commitment and requires significant curriculum development, community collaboration, program facilitation, and evaluation design. There is ample support and training for this important component of the internship.
- **Administration and Leadership:** You will also have opportunities to contribute significantly to the development of the CLC through community partner building, document design, and general participation in the infrastructure of our campus office. Activities range from participation in bi-monthly staff meetings to learning grant writing to designing volunteer training and assessment.
- **Public Engagement and Dissemination:** In 2025-2026 you'll have a chance to engage in a number of pop-up events in the community that engage with a wider public via shorter term workshops, one-time events, and creative projects.

Credit: Interns can earn up to 6 credits for their work (through English or your home department).

Requirements: This year-long internship includes approximately 240 hours during the 2025-2026 academic year (120 hours per semester @ 8 hours per week). Interns will contribute to the development of the CLC through documentation of their work (participating in bi-monthly online discussions, working collaboratively with staff and volunteers, designing and completing a public engagement project). **Successful applicants must be available to staff the CLC office for 3 hours per week.**

Qualifications and Eligibility:

- Junior, Senior standing or enrolled Graduate Student in any major or department
- 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/education groups in the 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 2, 2025. Applications available at literacy.colostate.edu 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. Tobi Jacobi is happy to answer questions or provide more information: Tobi.Jacobi@colostate.edu.

Community Literacy Center Intern Application

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 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.
4. In 2025-2026 Speak Out! workshops will meet weekly in the evening with youth and/or adults through the various community partners which may include: Community Corrections/Work Release, FoCo Mission, Harvest Farms, and Larimer County Probation. Describe the community group you are most interested in working with.
5. Finally, we are committed to balancing our direct work with community writers with public engagement projects (e.g. pop-up writing events, public readings, guest blogging). What kinds of public engagement activities sound most exciting to you?

Application Checklist:

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

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