Center for Technology & Training

Technical Writing Student Internship Information Guide

The Center for Technology & Training (CTT) is a research center housed in the Department of Civil and Environmental Engineering at Michigan Technological University. We are primarily funded through several different programs, including the Michigan Department of Transportation and the Federal Highway Administration. We build, maintain, and manage a number of projects: Michigan's Local Technical Assistance Program (LTAP), Roadsoft, Michigan Engineer's Resource Library (MERL), Bridge Load Rating Program, Great Lakes Environment Infrastructure Center (GLEIC), and others.
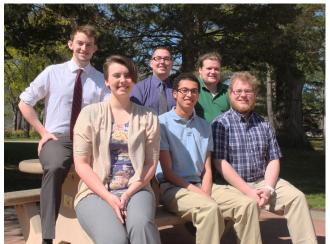
How can you help us?

Each program has aspects where technical writers are an invaluable asset to the team. Technical writers are called upon to write and create a myriad of documentation such as training fliers, website text, software documentation, software icons, project reports, brochures, and newsletter articles. Working at the CTT can provide an outstanding opportunity for interns to gain "real world" experience.

Where can you find us?

Our offices are located on the third floor of Dillman Hall. You can also find us online at **ctt.mtu.edu**.

Internship Opportunities

General Technical Writing Support Intern

Looking for students able to work on a broader scope of projects under all of our programs (CTT, LTAP, Bridge Load Rating, GLEIC, Roadsoft, MERL). Students should have a strong interest in writing, technical writing, editing, and design. Students will create training fliers, conference and marketing materials, website text, project reports, brochures, and newsletter articles. They may also be called upon for software documentation help.

Software Documentation Support Intern

Looking for students with a strong interest in software documentation and usability/user interface design. Students will learn our software (Roadsoft/LDC/MERL) while working directly with software developers and staff technical writers. Students will create step-by-step documentation, icons (using Illustrator), web content, marketing materials, and newsletter articles. In addition, they may be called upon to create video instruction (using Camtasia).

Internships require experience in:

All positions are paid. Year-round positions open with a minimum of 10 hours/week during the academic year and up to 40 hours/week during the summer.

Interested in Applying?

Please e-mail your resume and portfolio to **sjbershi@mtu.edu** and **vlsage@mtu.edu**. Your portfolio should demonstrate your ability to:

- Write about a complex subject and make it crystal clear for your readers
- Apply grammar and syntax conventions appropriate to your audience
- Lay out information on a page so that it is easy for your audience to find the most salient information
- Manipulate graphics skillfully to create a specific, desired effect

Examples of your work could include articles, essays, proposals, reports, flyers, brochures, posters, and icons. Work done for a class is acceptable. Please provide context for your samples if the goal of the project is not clear.

"The CTT gave me a chance to stretch the skills I came in with, while giving ample opportunity to learn and try new things."

– Stephanie Hubble

"With the CTT, I get a variety of hands-on project experience working with engineers, software developers and writers. I've developed so many skills that will benefit my long-term career. The CTT has helped me develop confidence in both my interpersonal and technical communication skill set."

– Shelby Marter