English Internal Internships
Summer & Fall 2022

Summer and fall 2022 applications due Sunday, March 20, 2022 at midnight.

Apply through the internship portal here:
https://english.indiana.edu/forms/internship-application.html

Application

● Be prepared! Upload your resume for critique by the Walter Center here:
  https://careers.college.indiana.edu/undergraduate-career-coaching-courses/
● Don’t have a resume? Check out this Walter Center Guide to creating one:
  https://careers.college.indiana.edu/resource-library/#createaresume
● You can also stop by the Career Studio (drop-in advice) to talk with someone about the process. Weekdays 10 a.m. – 4:30 p.m. Check-in at the Welcome Desk on the 2nd floor of Ernie Pyle Hall.

Accepting an offer

When you receive an internship offer, you must forward that offer by email to ugeng@indiana.edu to get permission to register for ENG-X 473 credits.

Funding

Internship funding is available! Students are charged tuition for summer internship credits, so plan to apply for funding through the Walter Career Center and Hutton Honor College (you need not be a Hutton student to apply). Internship credits are included in your regular semester banded tuition, but you can still receive funding.

● Walter Career Center funding:
  https://careers.college.indiana.edu/earn-internship-credit/
● Hutton Honors College Internship Grant for Juniors and Seniors (you do not need to be a Hutton student to apply):
  https://hutton.indiana.edu/funding/grants/preprofessional-experience.html
Administrative Internship, IUB Arts and Humanities Council
Student Liaison/Assistant to the Associate Vice Provost for Arts and Humanities

Summer & Fall 2022

Undergraduate English majors are eligible to serve as assistant to the Associate Vice Provost for Arts and Humanities, Ed Comentale. The assistant will work closely with Professor Comentale and the Arts and Humanities Council staff to support programming in the new Cook Center for Public Arts and Humanities as well as popular campus programs such as First Thursdays, the Granfalloon, the Global Remixed Festival, and others.

Professor Comentale is seeking mature, professionally-minded interns with leadership skills and a love of the arts and humanities, who are outgoing and comfortable working with both faculty and students. Internship responsibilities include event planning and publicity, the creation of website content, management of social media, and editing of the student blog. Interns will need to balance their time between individual assignments and contributions to group projects with the Cook Center’s Student Guild.

The intern is expected to work a total of approximately 150 hours over the course of the semester (~10 hours per week) and eligible for up to three hours of course credit in ENG-X 473.

To be eligible for this internship, you must have a major GPA of 3.0 or better, and must have 12 credits in English at the 200-level or above, including L202/L260. If you wish to apply, upload a letter of application, a resume, and two short writing samples to the internship application link at the top of this form. In the letter you should mention any previous administrative experience, your coursework in English, your reasons for being interested in the internship, and any experience with public events. Please also list your class standing, campus address, telephone number, and the names of one or two professors as references.

Administrative Internship, College of Arts and Humanities Institute

Fall 2022

Undergraduate English majors are eligible to serve as interns for the College Arts & Humanities Institute (CAHI). The Institute provides research funding for faculty and graduate students, and organizes several events throughout the year, including reading groups, symposia, and guest
lectures by prominent writers and artists (recent speakers include Margaret Atwood, Nikole Hannah-Jones, George Saunders, Terrance Hayes, and more).

Interns will assist with event planning and logistics; publicizing CAHI-sponsored/-related events via social media and across campus; developing, compiling, and proofreading content for CAHI’s website and promotional materials, including CAHI’s biweekly newsletter and annual report on the year ahead; and design of promotional materials (annual report, posters, etc.). In addition to CAHI, this position provides assistance to the Renaissance Studies Program and the Center for Theoretical Inquiry in the Humanities.

Ideal candidates should show a willingness to delve into multiple projects with an eye toward detail, and be comfortable with dealing with the public. We are looking for someone who can develop, maintain, and grow our online presence with a unique, consistent, and engaging voice. Experience with Twitter, Facebook, and Instagram desired; experience with design software a plus. The intern is expected to work a total of approximately 150 hours over the course of the semester and eligible for up to three hours of course credit in ENG-X 473.

To be eligible for this internship, you must be pursuing an English BA, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260, by the end of the current semester. If you are interested, upload a letter of application and resume to the internship application link at the top of this form. In the letter you should mention any relevant experience, your coursework in English, and your reasons for being interested in the internship. Please also list your class standing, campus address, telephone number, and the names of one or two professors as references.

English Department's Publicity and Social Media intern

Fall 2022 only

The English Department's Publicity and Social Media intern is charged with increasing the department’s visibility through social media and advertising. Responsibilities include: promoting English department events and initiatives; facilitating alumni connections; building community among English affiliates through sustained and engaging social media presence; devising initiatives to inspire interest in English courses and events; and assisting the Director of Undergraduate Studies in developing and promoting programming for English majors and minors.

Creativity, initiative, and professionalism are crucial to success in this role. The Publicity and Social Media intern will be ready to commit to consistent, inventive development of the English
department’s online presence across platforms. Experience with Canva, Instagram, Twitter, and strong writing skills are required.

The intern is expected to work a total of approximately 100 hours over the course of the semester (~6 hours per week) to be eligible for up to two hours of ENG-X 473 course credit.

To be eligible for an internship, you must have a College and major GPA of 3.0 or better, and you must have completed 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, upload a letter of application and resume to the internship application link at the top of this form. In your letter of application, please mention any relevant experience and coursework, and explain why you are interested in the internship. Please also list your campus address, telephone number, student ID number, and the names of one or two professors as references.

Indiana Review
Fall 2022 only

Founded in 1976, Indiana Review is a literary magazine dedicated to showcasing the talents of emerging and established writers. Our mission is to offer the highest quality literary fiction, nonfiction, and poetry within a wide aesthetic. When acquainting newcomers to the publication, however, we often invoke the phrase “carefully strange” to describe the kind of work we seek. By this we mean writing that surprises but that practices care in its execution—in syntax, image, story, and form.

IR interns will work closely with staff editors in completing a variety of tasks connected to the publication process, as well as with the day-to-day business of running a literary magazine. Responsibilities vary depending on where IR is in the production process but may include reading submissions; attending weekly editorial meetings; assisting editors with fact-checking, copyediting, and proofreading; processing subscriptions; assisting with planning readings and other events; assisting editors with external correspondence; and helping to maintain IR’s web and social media presence.

The ideal candidate is detail-oriented and organized; has prior experience with email etiquette, as well as with Wordpress and Canva/Illustrator; and is interested in contemporary literary fiction, nonfiction, and/or poetry. You do not need to be a creative writer to be considered for this position.
Up to two interns will be selected for each fall and spring semester. All interns are expected to work a total of approximately 150 hours over the course of the semester (~10 hours per week) to be eligible for up to 3 hours of ENG-X 473 course credit.

To be eligible for an internship, you must have a College and major GPA of 3.0 or better, and you must have completed 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, upload a letter of application and resume to the internship application link at the top of this form. In your letter of application, please explain why you are interested in the internship, and let us know of any relevant experience and coursework. Please also list your class standing, student ID number, and the names of one or two professors as references. If you have questions about interning for IR, please feel free to email inreview@indiana.edu.

Indiana University Press
Summer and Fall 2022

Indiana University Press (IUP) is an international scholarly book and journals publisher, located in Bloomington on the IU campus at the Herman B Wells Library 350 (third floor east), 1320 East Tenth Street.

We acquire, contract, and publish more than 120 new scholarly-academic and trade books each year and publish approximately 30 international scholarly journals in the humanities. Twenty percent of our books are from IU faculty; the balance is from scholars at other institutions around the world.

IU Press offers four undergraduate internships (some may not be offered in a given semester, see link below for current options):

- Marketing Design Intern
- Digital Marketing Intern
- Acquisitions Intern, looking for summer (remote) and fall (can be remote) interns; preference given to a student who can commit to both summer and fall, but all will be considered
- Trade Acquisitions and Marketing Intern

To be eligible for enrollment in ENG-X 473 for these internships, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, upload a letter of application and resume to the internship application link at the top of this form. In the letter you should mention any relevant
experience and coursework, your reasons for being interested in the internship. Please also list your class standing, campus address, telephone number, student ID number, and the names of one or two professors as references. The final selection of interns will be made by the Editor of each department.

All interns are expected to work a total of approximately 150 hours over the course of the semester (~10 hours per week) to be eligible for up to three hours of ENG-X 473 course credit.

You can review the descriptions of the IU Press internships here (although different application instructions and dates appear in this link, English students need to apply by following the instructions above): [https://iupress.org/internships/](https://iupress.org/internships/)

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**Indiana University Writers’ Conference**

*Spring only internships available, but keep this in mind for the next application round!*

Undergraduate English majors are eligible to serve as interns for the Indiana University Writers’ Conference (IUWC). Three to five interns will be selected for the semester. The conference is one of the oldest and most respected of its kind and brings nationally prominent authors to Bloomington for a week each summer to teach courses and workshops to conference enrollees. This year, IUWC is partnering with the IU Arts & Humanities Council, which will hold their Granfalloon—a gathering of musicians, artists, and thinkers—the same weekend as the conference, June 2-5, 2022. Bloomington Handmade Market will also take place that weekend, rounding out a lively summer arts festival, all corresponding (and interacting with) IUWC.

Throughout the semester, interns will assist the director and associate director in general conference administration, as well as marketing and promoting the conference through social media, email, and newsletter advertising.

Past interns have found the tasks assigned pleasurable because of the skill-building nature, professional development, and insight into work at an arts organization. Applicants should have some background in creative writing or contemporary literature. Students with social media, web or graphic design, or other specialized computer skills are particularly encouraged to apply (though such experience is not mandatory).

All interns are expected to work a total of approximately 150 hours over the course of the semester (~10 hours per week) to be eligible for up to three hours of ENG-X 473 course credit.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are
interested in serving, upload a letter of application and resume to the internship application link at the top of this form. The letter should mention relevant work experience, relevant art administration or computer courses taken, English courses taken, and reasons for interest in the internship. It should also supply class standing, campus address, e-mail address, and telephone number. The final selection of interns will be made by the staff of IUWC. For further information, please contact the conference director, Bob Bledsoe (e-mail robledso@indiana.edu).

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Victorian Studies

Summer and Fall 2022

Undergraduate English majors are eligible to serve as editorial interns for *Victorian Studies*, a scholarly journal that publishes articles addressing the literature and culture of nineteenth-century Britain and its empire. One intern will be selected for summer 2022 and two interns will be selected for fall 2022. Applicants should specify in their letter of application whether they are applying for the Summer or Fall internship.

Students who serve as interns will be responsible primarily for processing submissions to *Victorian Studies*: corresponding with outside readers, keeping track of the flow of manuscripts, and editing rejection letters. Interns will also gain some experience in the actual production of the journal including proof-reading, editing, and compiling some sections.

Our current spring interns at *Victorian Studies* have been working in person, but flexibility will be a necessary part of the position; if editors or the university deem it necessary to shift our office (and thus the internship) online for our safety, we may do so. Interns have worked remotely in the past using Zoom, Box, and Google Drive. Interns remain a valuable part of the editorial team and have gained experience in editing and professional correspondence, as well as in collaborating with others while working remotely.

Interns are expected to work six hours per week and are eligible for up to two hours of course credit in ENG-X 473.

To be eligible for this internship, you must have a College and major GPA of 3.0 or better and must have 12 credits in English at the 200-level or above, including L202 or L260. If you are interested, upload a sample of academic writing, a resume, and a letter of application to the internship application link at the top of this form. The writing sample may be a paper written for a course. In the letter you should mention any previous experience in journalism or publishing, your coursework in English, and your reasons for being interested in the internship. Please also list your class standing, campus address, email address, telephone number, and student ID number. The final selection of interns will be made by the editors of *Victorian Studies*. 