

# English Internal Internships

## Summer and Fall 2021

Be prepared! Upload your resume for critique by the Walter Center here:

<https://careers.college.indiana.edu/undergraduate-career-coaching-courses/>

When you receive an internship offer, you must forward that offer email to [ugeng@indiana.edu](mailto:ugeng@indiana.edu) to get permission to register for ENG-X 473 credits.

Be aware that when enrolling for internship credits during the summer, you will be charged for tuition just as if you were taking a course. There is internship funding available! During the fall, internship credits will just be a part of your banded tuition, but you can still receive funding for it!

- 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/index.html>

### **Administrative Internship- College of Arts and Humanities Institute**

Summer and Fall 2021

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 Terrance Hayes, Tracy K. Smith, Héctor Tobar, Roxane Gay, 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 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 and Facebook 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, email a letter of application to IU English Internship Program, Department of English, ([ugeng@iu.edu](mailto:ugeng@iu.edu)). In the letter you should mention any relevant experience, your course work 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.

## **Administrative Internship - IUB Arts and Humanities Council Student Liaison/Assistant to the Associate Vice Provost for Arts and Humanities**

Available Summer and Fall 2021

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, send a letter of application, a resume, and two short writing samples to IU English Internship Program, Department of English, ([ugeng@iu.edu](mailto:ugeng@iu.edu)), by the deadline specified below. In the letter you

should mention any previous administrative experience, your course work 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

## **English Department's Publicity and Social Media intern**

Available Fall 2021

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 and building community among English affiliates through sustained and engaging social media presence, developing contests and other 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 Twitter, Instagram, Facebook, and Illustrator/Canvas and email etiquette is desired.

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, email a letter of application and CV to the IU English Internship Program, Department of English, ([ugeng@indiana.edu](mailto:ugeng@indiana.edu)). 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 class standing, campus address, telephone number, student ID number, and the names of one or two professors as references.

## **Indiana Review**

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 poetry, fiction, and

creative-nonfiction 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* offers editorial, contracts & subscriptions, web & publicity, and design internships; for more on each position, please see the descriptions below. One to two interns will be selected for the Summer 2021 term, and four to five interns will be selected for the Fall 2021 term.

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.

### **EDITORIAL (Fall, Spring, Summer)**

The Editorial intern 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 taking part in weekly editorial meetings; assisting editors with fact-checking, copy-editing, and proofreading; processing subscriptions and submissions; assisting with planning *IR*'s annual Blue Light Books workshop and reading; assisting editors with external correspondence; reading submissions; and helping to maintain *IR*'s web presence.

The ideal candidate is detail-oriented and organized; has prior experience with Wordpress, social media, and email etiquette; and is interested in contemporary fiction, poetry, and/or creative nonfiction. You do not need to be a creative writer to be considered for this position.

### **CONTRACTS & SUBSCRIPTIONS (Fall, Spring)**

The Contracts & Subscriptions intern will assist *IR* senior editors with the day-to-day business of running a literary magazine. Responsibilities may include: processing contracts, subscriptions, and submissions; mailing single-order issues; assisting with external correspondence; helping to maintain *IR*'s database and records; and assisting with other administrative duties.

The ideal candidate is detail-oriented and organized. Experience with Excel, databases, and email etiquette desired.

### **WEB & PUBLICITY (Fall, Spring)**

The Web & Publicity intern is tasked with helping to maintain and grow *IR*'s web presence through social media and advertising. Responsibilities may also include helping to plan *IR*'s annual Blue Light Books workshop and reading, assisting editors with updating and maintaining *IR*'s website and blog, and assisting with external correspondence.

This position is less about technical mastery (though we love that!) and more about a willingness to delve into multiple projects, think creatively, and engage with a larger literary audience. Experience with Facebook, Twitter, Instagram, WordPress, Illustrator/Canvas, and email etiquette desired.

### **DESIGN (Fall, Spring, Summer)**

*IR* is a print publication, but we are hoping to revamp and bolster our online presence. The Design intern's primary duties will relate to, though are not limited to, this endeavor.

Responsibilities may include: creating online graphics and digital/print advertising materials, assisting with updating and redesigning *IR*'s website, corresponding with external vendors (including *IR*'s typesetter and website designer/host), and helping with layouts and typesetting for the print publication.

The ideal candidate has prior experience with graphic design and/or website design, as well as experience with email etiquette.

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, email a letter of application and CV to the IU English Internship Program, Department of English, ([ugeng@indiana.edu](mailto:ugeng@indiana.edu)). In your letter of application, please specify which position you would like to be considered for, mention any relevant experience and coursework, and explain why you are 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. For the design internship specifically, you may include a few representative samples of your graphic design work as .pdf attachments or provide links to web content. The final selection of interns will be made by the Editor-in-Chief and the Associate Editor of the Indiana Review. If you have questions about any position, please feel free to email the Editor-in-Chief, Alberto Sveum, at [inreview@indiana.edu](mailto:inreview@indiana.edu).

## **Indiana University Press**

Summer and Fall 2021

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:

- Marketing Design Intern
- Digital Marketing Intern
- Acquisitions Intern
- 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, email a letter of application and CV to IU English Internship Program, Department of English, ([ugeng@iu.edu](mailto:ugeng@iu.edu)). 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/>

## **Indiana University Writers' Conference**

Summer 2021

Undergraduate English majors are eligible to serve as interns for the Indiana University Writers' Conference. 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. 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, send a letter of application and vita to IU English Internship Program, Department of English, Ballantine Hall 442, (ugeng@iu.edu), by the deadline specified below. 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](mailto:robledso@indiana.edu)).

## **Victorian Studies**

Summer and Fall 2021

Undergraduate English majors are eligible to serve as editorial interns for *Victorian Studies*, a scholarly journal that publishes articles dealing with nineteenth-century British culture. One intern will be selected for Summer 2021 and two interns will be selected for Fall 2021.

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.

For the 2020-2021 academic year, all *Victorian Studies* internships have been conducted online; interns have worked with editors over Zoom and collaborated on editing projects using Box and Google Docs. If we do return to the office for Summer or Fall 2021, our interns will be able to choose whether to work remotely or in person. Although we hope to be able to return to the office for in-person work in the fall, we are also mindful of changing circumstances and can adjust our plans to ensure that we all continue to work safely. Our process may have changed this year, but 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 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 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, email a sample of academic writing, a resume, and a letter of application to the *Victorian Studies* office ([victstu@indiana.edu](mailto:victstu@indiana.edu)) **and** the IU English Internship Program, Department of English, ([ugeng@iu.edu](mailto:ugeng@iu.edu)). 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*.