

# English Internal Internships

## Fall 2023

Fall 2023 applications are due 11:59 P.M. on Sunday, Feb 12, 2023.

Apply through the internship portal here:

<https://english.indiana.edu/forms/internship-application.html>

### Application

- Be prepared! Talk with a Walter Career Center Peer Coach at Career Studio drop-ins or upload your resume for critique here:  
<https://careers.college.indiana.edu/about/explore-our-center/career-studio/index.html>
- Don't have a resume? Find out how to create one along with lots of other helpful career guidance here:  
<https://careers.college.indiana.edu/career-prep-outcomes/career-planning-guide/index.html>

### Accepting an offer

When you receive an internship offer, you must forward that offer by email to [ugeng@indiana.edu](mailto: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/jobs-internships/internships/internship-scholarships/index.html>

- 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

### Fall 2023

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 **3 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.

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## Administrative Internship, College of Arts and Humanities Institute

### Fall 2023

***Contact the English Department for the most up-to-date information about this position.***

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 **3 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.

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## English Department Publicity and Social Media Interns

### **Fall 2023**

The English Department's Publicity and Social Media interns are 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 interns 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.

An 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 **2 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.

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## *Indiana Review*

### **Fall 2023**

Founded in 1976, *Indiana Review* is a national literary magazine dedicated to showcasing the talents of emerging and established writers. We publish “carefully strange” fiction, nonfiction, and poetry of the highest quality. By this we mean writing that surprises while practicing care in its execution—in syntax, image, narrative, 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 with external correspondence; and helping maintain *IR*'s web and social media presence.

The ideal candidate is detail-oriented, organized, and 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 two professors as references. If you have questions about interning for *IR*, please feel free to email Doug Case, the Assistant Director of Creative Writing, at [dpcase@indiana.edu](mailto:dpcase@indiana.edu).

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## *Victorian Studies*

### **Fall 2023**

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. Two interns will be selected for Fall 2023.

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 recent 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. Remote work, if it occurs, will consist mostly of accessing OneDrive and Outlook. 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 **2 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*.

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# Indiana University Press

**Fall 2023**

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 100 new scholarly-academic and trade books each year and publish approximately 40 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 the following 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

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 **2 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/>