



A Guidebook

B.A. English Internship Application Process

1. Meet with Internship Coordinator

Dr. Oriana Gatta

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Prior to/while seeking an internship, you must meet with the internship coordinator, Dr. Oriana Gatta, to discuss your interests and goals for the internship.

The internship coordinator will provide suggestions on how the student may find a suitable agency or organization for the internship experience. To make an appointment with the internship coordinator, email Dr. Oriana Gatta or stop by her office.

2. Locate Internship Site

You, the student, in conjunction with the internship coordinator, are expected to seek your own internship location. There are several sources of information you may refer to in order to identify potential internship sites.

- Internship search engines:
 - [IUP CareerConnect](#)
 - [BookJobs](#)
 - [City Internships](#)
 - [InternMatch](#)
- Upcoming Internship Opportunities
 - [Boston University Summer Internships](#)
 - Arts & Culture
 - Business & Management
 - Communication
 - Graphic & Web Design
 - International Studies
 - Politics, Public Policy & Law
 - Psychology Research & Practice
 - Public Health & Social Policy
 - Film Studies Track Internship (contact Dr. Gatta ogatta@iup.edu)
 - Indiana Historical & Genealogical Society Internship (contact Dr. Gatta ogatta@iup.edu)
 - IUP Library Internships (contact Casey Sirochman csiroch@iup.edu)
 - [IUP Study Abroad Internships](#)
 - [Pittsburgh Film Office Internships](#)
 - [Pink Eagles Storm Virtual Internship](#)
 - [Public Service Fellows Internship Program](#)
 - [The Washington Center](#)

- Former Internship sites where interns have previously worked. Some of these include:
 - American Philatelic Research Library
 - City of Pittsburgh, Department of Innovation & Performance
 - Comcast Sportsnet
 - Comcast Network
 - District Attorney of Armstrong County
 - Fiction Writing with Chris Arigo
 - First Assembly of God Church
 - *Girls' Life Magazine*
 - IUP Office of Communications & Marketing
 - IUP English Department
 - IUP Department Office of Housing, Residential Living, and Dining
 - IUP Libraries
 - The *Johnstown Tribute Democrat* Newspaper
 - Judith Kelly and Associates
 - Kepler Speakers
 - Laurel Legal Services
 - Marvel Comics
 - *Our Town: The Ebensburg Magazine*
 - Pittsburgh Penguins
 - [Pittsburgh Pirates Organization](#)
 - Samaritan Village
 - Sterling House Publishing
 - The Washington Institute
 - WQED
 - 6 Gallery Press
- IUP also is involved on a continuing basis in local, regional, and national internship programs that serve students from all departments.
 - [IUP Study Abroad Internships](#)
 - [Public Service Fellows Internship Program](#)
 - [The Washington Center](#) places interns in governmental and government related agencies in the Washington, D.C. area. Housing, seminars, and some supervision are provided as part of the program.
 - Students are responsible for payment of fees to the placement organizations as well as university tuition.
 - There are [several scholarships](#) available that cover the cost of fees and tuition.
 - Deadlines for application for the Washington Center:
 - Third Monday in October for spring semester
 - Third Monday in February for summer
 - Third Monday in April for fall semester

3. Submit Internship Application

After securing an internship site, you must complete and submit the following two forms to the internship coordinator:

- [Internship Approval Form](#) (pdf)
- [Internship Summary Statement](#) (pdf)

Writing Studies Track Majors Only

Writing Track Majors can also use English 493: Internship as one of two required Studio/Portfolio/Career Preparation courses.

- [Writing Studies Track Approval Form](#) (pdf)
 - This form requires students to briefly explain how their internship work is connected to the Writing Studies Track.

Both forms (or **all three forms** for Writing Track students) must be submitted to the internship coordinator at least **one week prior** to the internship application deadlines, which are:

- **Fall**: First Friday in August
- **Spring**: Second Monday in November
- **Summer**: Second Monday in April

4. Register for Credits

Once your internship application has been approved, the English department will edit your student account to allow you to register for **ENGL 493: Internship**.

5. Payment of Fees

Make arrangements to pay all required university fees on a timely basis for the university to appropriately recognize your internship.

6. Internship Work

A 3-credit internship is equivalent to **120 hours per semester**, or 8 hours per week.

As indicated in the Internship Portfolio description, this work should include **primarily writing-based activities**, activities that will need to be documented in the portfolio via a weekly work log, work samples (artifacts), and an internship reflection essay.

7. English 493: Internship Portfolio

The final product to emerge from your internship experience will be a portfolio, the purpose of which is to help you document and reflect on the work you've done and the knowledge/skills gained through this experience.

This will help your IUP intern coordinator assess your learning in this credit-bearing course, and more importantly, help you articulate your experience-based skills and expertise to future employers with specific excerpts and examples of your work.

Internship Duties Description – Sample 1

Student's Name

Spring 2016 Internship

IUP Library

11/5/2015

During the spring semester my role for the internship will be to assist Casey Sirochman, who is the Student Success Librarian and a part of the library's Marketing Committee. I will complete four hours every Tuesday and Thursday from 12 pm to 4 pm. My role specifically will be editing newsletters, creating promotional content, and completing advertising projects in order to maintain and broadcast an educational image the library upholds. The semester will be broken down into several projects: scavenger hunts, digital promotions, online social media content, videography, and the library newsletter. Each focus will pertain to IUP's campus and will incorporate strategic ideas and collaboration that involves research in order to run successful advertisement and promotional value.

For promotions and videography, I will be creating weekly plans that involve creating slogans, short sketches, and contests concerning historical and interesting facts about IUP. This will hopefully encourage people to view the library in a way that is not only educational, but also comfortable and inviting. With enticing promotions, the objective is to gain a significant amount of followers on the library's accounts. As social media followers increase, the library will supply gifts and giveaways. Also, I hope to create an IUP version of Humans of New York on their Facebook page. I will write blog sections of each student, interviewing them about little facts about themselves and what they enjoy about the library. This will not only increase the

follower count, but also encourage people to visit the library more in hopes of wanting to be interviewed and posted on the page.

As for the newsletter, I will be editing the articles, and images before they are posted online. Each semester the library uses the newsletter to inform readers of what events, staff, and future preparations that are planned. Lastly, Casey and I will be implementing scavenger hunts and the annual National Library Week designs, clothing, and Youtube videos related to these events. My objective is to make sure at least a handful of individuals attend these events by handing out flyers across campus.

Initially, my plan for this internship is to gain an insight of editorial publishing, strategic marketing procedures, and branding. I hope to learn how to enhance these skills, especially writing, as I try to enhance my knowledge of a professional environment and skills that I will adapt and advance.

Internship Duties Description – Sample 2

Student's Name

Internship Summary of Duties

Indiana Gazette — Gazette Media Marketing

01/05/2016

Gazette Media Marketing is a firm that is based out of and run by the *Indiana Gazette*. The aim of the business is to help clients advance via numerous forms of media and marketing. Team members from GM&M seek out clients, tell them about our services, and clients then choose packages that they think would fit their business. Services GM&M offer include assisting clients in establishing their online presence (by building or editing a website for them, or establishing/revamping social media accounts), helping them manage and monitor their reputation, producing effective business cards and brochures, as well as helping them improve/increase their internet return on investment.

My job at GM&M during my internship will be to function as the digital media assistant. I will assist in the creation of client websites, as well as their maintenance. I also will be writing much of the content featured on these sites by analyzing the materials we received during the interviews with the client and then translating them to fit their new message pillars.

I will also be doing some work with the *Indiana Gazette*. I will be sending mass emails, which will include teasing the top articles from the day's paper and then sending my teasers to the gazette's 15,000 subscribers. I also will be assisting in the management of the social media accounts of the *Gazette*, including those of their other publications, such as *Recreation News*. In addition to these tasks, I will search for events in the *Gazette*'s district of readership, write

summaries of them, and then post them on the calendar of whichever website I am running at the time.

Working at this internship will help me develop as a writer, as well as employ many of the writing skills I have learned in my minor classes. I will have to be able to quickly learn as much as possible about each client and then write content that sounds as though it was written by the client. This will require me to be flexible, open to criticism, and work in a fast-paced environment – all of which I've already been required to be in many of my English classes.

ENGL 493: Internship Final Portfolio

Overview

The final product to emerge from your internship experience will be a portfolio, the purpose of which is to help you document and reflect on the work you've done and the knowledge/skills gained through this experience. This will help your IUP intern coordinator assess your learning in this credit-bearing course, and more importantly, help you articulate your experience-based skills and expertise to future employers with specific excerpts and examples of your work.

Details

1. A **one-page introduction** to the portfolio in which you
 - a. Describe the internship site organization and its mission/purpose
 - b. Describe the internship duties
 - c. Explain why you chose this particular internship
 - d. Identify intellectual and professional learning objectives
2. A **weekly internship log**, in which you list dates and times worked and tasks completed
3. At least two “**artifacts**” or samples of your work with an accompanying summary explaining that work and its relevance to your duties and/or internship. Artifacts may include written or edited blog entries, social media content (FB posts, tweets, Instagram pics, etc.), reports, memos, photographs of you running an event, programs, etc.
4. A **4-6 page essay** in which you reflect on the meaning of the internship experience for your intellectual and professional development. Consider the following questions as you shape this essay (without necessarily answering them all or in this order):
 - a. In what ways did I meet my learning objectives?
 - b. In what ways did I fall short?
 - c. How can I interpret and learn from these successes and failures?
 - d. What, if any, unanticipated experiences arose, and what did I learn from them?
 - e. What were the best and worst aspects of this experience?
 - f. What new insights did I gain into the practices and challenges in this line of work?
 - g. What contributions did I make to this work environment?
 - h. What coursework or experiences prepared me for this internship?
 - i. What coursework or experiences do I need to continue my career preparation?
 - j. How have I grown or changed because of this experience?
5. A **one-page letter** from your internship site supervisor verifying that you completed the contracted hours and evaluating your performance based on specified internship duties and general professionalism (note: I will also independently verify your work with your supervisor via e-mail).
6. A **separate e-mail** honestly evaluating your experience of the internship site and site supervisor. Would you recommend this internship to another student? Why or why not? [Note: I will not share this with your employer or share your identity with students. This is strictly to assess whether we should continue to send students, and what kind, to the site.)

Due

This portfolio is due the **last day of courses** internship semester. Your grade for ENGL 493 will be based on its completion.