

English Department Internship Opportunities



ENGL 4390: Internship in English
Department of English
The University of Texas at Arlington
Dr. Christian Worlow
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What Is an Internship?

Internships are 3 or 6 credit hour *practicum* (rather than *lecture*) courses in which you work with an organization to gain experience with your skills that you have developed as an English Major. Typically, internships take place outside of a traditional classroom environment: you operate within a professional setting, learning from your internship supervisors and practicing your skills. Most internships require 10-12 hours per week (for 3 credit hours) on your part, and you and your organization must set an appropriate schedule. While on an internship, you must also maintain a professional demeanor and appearance as you represent the organization in question, the Department of English, and the University. Most internships are unpaid.

Often times, internships require students to apply to the organization in question and to compete against other prospective interns. The internships below under **Outside Internship Opportunities** fall into this category. The Department has also coordinated with various organizations in the community to provide internships specifically for English Majors here at UT Arlington.

During your internship, you will complete weekly reflection pieces and submit time logs for the week on Blackboard. Dr. Worlow asks for periodic evaluations of interns from the organizations with which they work. Interns will also produce a current resume and cover letter towards the end of the term.

About Internships in English

The following internship opportunities exist for English Majors at UT Arlington. Beyond these internships, students may also approach Dr. Worlow to see if another internship can apply for course credit under **ENGL 4390: Internship in English**. You can find examples of outside internships below under **Outside Internship Opportunities**.

For more information about the internship program and course credit, please contact Dr. Worlow:

Dr. Christian Worlow
Senior Lecturer
Internship Coordinator
Department of English
The University of Texas at Arlington
Carlisle Hall 604
worlow@uta.edu

Please keep in mind that, unless otherwise stated, all internships are *unpaid*, and we have limited access to internships on a semester-by-semester basis. All internships are for the Fall or Spring terms: please ask about Summer internships. Dr. Worlow requires prospective interns for the **Ongoing Opportunities for Undergraduate English Majors** to submit the following application materials:

- Current resume
- Cover letter (directed to Dr. Worlow)
- Statement of Purpose reflecting your professional aspirations
- Application form
- Interview with Dr. Worlow (to be scheduled after other materials received)

Interns must satisfy the following requirements:

- Have successfully completed ENGL 2350 and 2384
- Be juniors or senior English Majors
- Receive approval from Departmental Advisors that you are ready for an internship and that the internship will not interfere with your degree plan
- GPA: 3.0+
- Other requirements as determined by the internship in question

Some internships may count towards specific concentrations in English with approval from Dr. Worlow through special projects completed during the internship. All interns must also complete a resume and cover letter by the end of the term.

Deadlines: You need to secure approval from Dr. Worlow *before* the end of the semester before your internship will begin:

- **Spring 2017 Internships:** approval by December 6 by 5 PM
- **Summer 2017 Internships:** approval by May 4
- **Fall 2017 Internships:** approval by August 1

Ongoing Opportunities for Undergraduate English Majors

Meals On Wheels, Inc. of Tarrant County

Website: www.mealsonwheels.org

Volunteer Recruitment Intern

These interns work with Volunteer Recruitment for Meals On Wheels, Inc. of Tarrant County (MOW), and they learn about writing to and communicating with volunteers and *potential* volunteers in a variety of capacities. Interns will also likely gain experience in writing for social media in a professional and non-profit context. This internship requires 10 hours per week, including periodic meetings with Dr. Worlow and weekly reflection pieces written by the intern. Potential interns must complete a criminal background check with MOW since they will likely encounter MOW clients and personnel.

Fort Worth Weekly

Website: www.fwweekly.com/

Fort Worth Weekly has worked since 1994 to provide “a vibrant alternative to North Texas’ often-timid mainstream media outlets by offering incisive, irreverent reportage that keeps readers well informed and the powers-that-be worried.” UT Arlington English Majors have interned with *Fort Worth Weekly* in the past, researching and writing local features and news stories and receiving byline credit for them. According to Jeff Prince, Fort Worth Weekly offers interns “an opportunity to get hands-on experience in a working newsroom, one-on-one help from veteran reporters and editors, and stories published with byline credit.” If you are interested, please contact Dr. Worlow. Prospective interns should have journalism course credit of some kind and/or extensive writing practice. Dr. Worlow may ask for a brief letter of recommendation for you from a faculty member who has seen an appropriate writing sample.

Various Organizations

Project Coordinator Intern

These interns work as liaisons between students in ENGL 2338 Technical Writing and with outside organizations. Previous Project Coordinators have worked with Meals On Wheels, Inc. of Tarrant County, and organizations include the Northwest Arlington ESL Center, Arlington Public Libraries, and others. The technical writing students will be working on revising and redesigning documents for outside organizations. The intern works with the organization to answer student questions and to represent the Department to organizational personnel. Interns also help organize documents and materials from the organization relating to these projects. This internship requires 10 hours per week, including periodic reflection pieces and meetings with Dr. Worlow and other faculty. Potential interns

may have to complete a criminal background check with the organization in question. NB: Interns do *not* need technical writing experience, but they should have excellent writing and communication skills. Please contact Dr. Worlow for more information on current opportunities with different local organizations.

Department of English

Advising Intern

Learn more about academic administration. For students considering graduate school, this internship provides an opportunity to increase your marketability, not only by familiarizing yourself with the workings of an academic department, but in expanding your expertise beyond academic pursuits. This position will allow you to play a major role in the expansion of the department to not only UTA students but also to surrounding communities. Advising Interns will work in conjunction with the advisors in assisting with the Department's recruitment and retention efforts. Your duties can include classroom visitations, outreach efforts, organizing and communicating non-sensitive materials, liaising with university recruitment officials, coordinating events, maintaining the English Major's Blackboard page, and liaising with student organizations. This internship requires 10 hours per week. Interested students should consult with Dr. Hicks and/or Ms. Shaffer before applying.

Social Media Intern

Under the direction of Dr. Worlow, these interns will develop and maintain the Department of English's social media platforms, researching stories and preparing posts adapted to a variety of social media sites. Interns will also research social media strategies for the Department and propose periodic changes to existing social media practices. This internship requires 10 hours per week.

UT Arlington College of Liberal Arts

Marketing Copywriting Intern

UTA College of Liberal Arts is seeking an English major to support the marketing and communication efforts for prospective UTA students and College of Liberal Arts alumni. Responsibilities include writing and editing content for the CoLA website, blog posts, brochures/marketing materials, and social media. Interns will develop a substantial portfolio of published writing samples, refine their writing skills for different audiences, and gain valuable professional experience. Time will be spent with the marketing director to identify and understand high-level messaging and strategy. The ideal candidate is seeking employment within the marketing or communications department within a corporation or non-profit and is willing to learn content marketing strategies in a digital environment. Applicant should be proficient at multitasking, responsive to feedback, and attentive to detail. Application process will include in-person interview with the CoLA marketing director and review of writing samples.

Arlington Public Library

Website: arlingtonlibrary.org/

These internships require 10-12 hours per week, including periodic meetings with Dr. Worlow and periodic reflection pieces written by the intern. **NB:** Please note that while the following internships are available that the Library and Dr. Worlow are still finalizing their specific descriptions and requirements.

Volunteer Recruitment Intern

These interns work with Volunteer Recruitment for the Arlington Public Library, and they learn about writing to and communicating with volunteers and *potential* volunteers in a variety of capacities.

Teaching Internship

Interns gain teaching experience by working with Literacy House to teach adult literacy, ESL, and/or GED classes. Literacy House will provide you with orientation, training for their curriculum, and classes to teach. These internships can include evening and weekend hours.

Social Media Internship

Interns will work with Arlington Public Libraries to develop and author social media content on behalf of the Libraries.

Documentation Specialist Internship

Interns will work with the Arlington Public Libraries to revise and edit a variety of documents, instructional and otherwise, in a variety of formats.

International Museum of Cultures

Collections Catalogue Intern

Website: internationalmuseumofcultures.org/

The International Museum of Cultures (IMC) in Duncanville, Texas seeks an intern to commit to either 10 or 20 hours per week (for 3 or 6 credit hours of course credit). Interns will work under the supervision of the Director and/or Marketing Director on a term project developed under the Director's supervision. Interns also pitch in with other personnel for general museum (non-profit) duties. Possible projects can include researching artifacts, cataloguing artifacts, developing an exhibit/discovery box, and preparing audio-visual materials for service club presentations. Interns may also be able to conduct tours and enrichment activities for children. Prospective interns should be computer literate and able to work well with others. Students interested in a career in library science should consider this internship as it offers the opportunity to gain hands-on acquisitions experience. Please contact Dr. Worlow for more information on applying.

Outside Internship Opportunities

Students can also compete for other internships, but they should prepare to do so well in advance of deadlines. Students should consult with Dr. Worlow whether a particular internship opportunity would count for course credit. Furthermore, a prospective intern should develop a strong resume or curriculum vitae and a cover letter tailored *specifically* for the organization in question. Students should also develop their interview skills, engaging in mock interviews when possible and developing responses to commonly asked interview questions.

Please note: the following internship opportunities require students to apply for these internships through the respective organizations. The Department of English has no formal relationship with these organizations.

Fort Worth Sister Cities International

www.fwsistercities.org/get-involved/internships/

From their website:

Fort Worth Sister Cities International is seeking enthusiastic individuals with a global citizenship mindset who are interested in being part of a successful non-profit organization committed to cultivating international relationships and cultural understanding.

Each internship position is centered on international project management and provides you with hands on experience in managing youth and adult exchanges, as well as local projects. Universities may offer course credit for our internships, so check with your adviser to see if ours meets the criteria for your school.

Their website lists the following internship opportunities:

- International Program Coordinator
- International Leadership Academy Program Coordinator (Summer Only)
- International Leadership Academy Facilitator (Summer Only)
- Online Marketing Assistant
- City of Fort Worth Protocol Assistant

D Magazine Partners

about.dmagazine.com/about-us/internship-program/

From their website:

D Magazine Partners offers a variety of internships each semester (fall, spring, summer). If you are looking to gain invaluable real-world media industry experience, you've come to the right place.

Each internship position is a different learning experience, but nevertheless, what you will gain from working with our company is a road map for your future career endeavors.

Working in the media industry is a fast-paced environment. Qualified candidates for our program must be able to work under demanding deadlines in a fast-paced environment, as well as possess excellent computer, communication, and organizational skills. The D Magazine Partners internship program is highly competitive, and our interns are held to a high standard. **Candidates must be available to work a minimum of 12 hours a week and commit to the full term of the semester. The D Magazine Partners Internship program is unpaid.**

The Spring internship application deadline is Thursday, December 1. The internship program will start Wednesday, January 25, 2017, and end Friday, May 5, 2017.

If you have any question please contact Sarah Bennett (sarah.bennett@dmagazine.com). No phone calls, please.

Please choose one area of interest on your application. Within each area, there are multiple internships available. When applying, you will not choose a specific internship, but the descriptions are listed below to help you better understand each area.

- Advertising / Sales
- Art / Production
- Editorial / Journalism
- Marketing / Brand

Please note that their website lists several internship opportunities.

DFWChild

www.dfwchild.com/careers.asp#

From the website:

Editorial Intern

We have part-time editorial intern positions open to graduate and undergraduate level students for the...school year. Responsibilities include fact checking; monitoring and posting on social media; writing reviews on area playgrounds and restaurants; updating databases; writing articles for web/print; assisting editorial staff on other content for *dfwchild.com* and all publications.

Email clips and résumé to editorial@dfwchild.com.

Marketing Intern

We have part-time marketing intern positions open to graduate and undergraduate level students for the...school year. Responsibilities include event coordination and assisting sales and marketing staff on special projects.

Please submit a résumé and inquiries to kristen@dfwchild.com. Please, no phone calls.

PaperCity

www.papercitymag.com/contact/

This arts and culture magazine has Dallas offices and potential internships. Consult their website for more information.

Dallas Regional Chamber

www.dallaschamber.org/careers/type/open-internship-positions/

The Dallas Regional Chamber (formerly the Greater Dallas Chamber of Commerce) has several *summer* internship positions indicated. Interested students should contact the DRC through their website for more information and their application requirements.

World Affairs Council: Dallas/Fort Worth

www.dfwworld.org/Internships

Please note that their Spring 2016 deadline for application is November 6, and they expect interns to work 15-20 hours per week. They have several possible internship opportunities.

Fort Worth, Texas: The City's Magazine

www.fwtx.com/jobs/internships

This magazine offers editorial/journalism, marketing/advertising/sales, and digital/social media/web internships that may interest you. Our students have successfully earned internships with this magazine in the past.

Crow Collection of Asian Art

Membership and Marketing Intern

crowcollection.org/wp-content/uploads/2013/09/Membership-and-Marketing-Internship.pdf

From their website:

Crow Collection of Asian Art interns gain experience and knowledge within the museum environment and work on meaningful projects under the guidance of museum professionals. Internships are available to students currently enrolled in an academic program. The Crow Collection is flexible with start and end dates, but internships run the full length of the intern's semester, quarter, or trimester, and average 10 hours per week. The Membership and Marketing Intern provides support to the patrons and donors of the Crow Collection of Asian Art as well as supports the many departments served by the Marketing Team.

Download the PDF for more information. Note their deadline dates, but also note that the Crow Collection lists those "or until filled," so apply sooner rather than later:

- Spring 2017: November 11
- Summer 2017: May 12

KERA

www.kera.org/about/employment/

KERA offers at least two internships—News and Community Engagement. Both internships require 10-20 hours per week (unpaid). See their website for more information, but pay attention to deadlines for Spring 2017.

Idea Grove

ideagrove.com/about/careers/

Idea Grove has several possible internships that may be of interest: Content, Digital Marketing, Public Relations, Social Media internships. Consult their website for more information.

Modern Art Museum of Fort Worth

themodern.org/contact/internships

The Modern offers a Public Relations *paid* internship, and although they advertise for art history or public relations majors, English majors might also consider applying. See their website for more details. You should prepare a strong and compelling resume and cover letter.

City of Arlington

www.arlington-tx.gov/volunteer/internships/

The City of Arlington offers two internships of note: Communications/Reporting Intern and Marketing/Public Relations Intern. Although they do not advertise to English majors, the majors they do advertise to seem diverse, so you may consider applying if you have a strong resume and cover letter.

The Richards Group

richards.com/careers/internship/#/

The Richards Group offers a Social Media Internship (Social Strategist Intern). Consult their web page for more information.

The Balcom Agency

www.balcomagency.com/careers

The Balcom Agency offers a Client Services and Copywriting Internship. Refer to their website for more information.

Other Internships

Please note that other internships may be available, and students should be proactive in searching for internship opportunities in the area.

Preparing Resumes & Cover Letters

Students seeking guidance on preparing a resume and cover letter should consult the Career Development Center's guides available online:

www.uta.edu/careers/students/resume/index.php