Virtual NCLR Internship Information Session

ENGL 4890 (fall) and 4891 (spring)

Dr. Margaret Bauer, NCLR Editor

“I wish we could meet in person to talk about this opportunity, but in lieu of that, check out the information here, created by student staff members, to find out about the NCLR internship experience.”

3.0 Writing Intensive Credit Hours
Be part of **NCLR**, which is providing a literary record of the state!

- A cross between a scholarly journal and literary magazine
- Publishes poetry, fiction, and nonfiction by and interviews with NC writers
- Publishes essays about NC writers and the state's rich literary history
- Read more about **NCLR** at www.nclr.ecu.edu.
Be associated with an award-winning journal!

from the Council of Editors of Learned Journals

- 1994 Best New Journal Award
- 1999 and 2010 Best Journal Design
- 2007 Parnassus Award for Significant Editorial Achievement
- 2014 Phoenix Award for Significant Editorial Achievement

Fall 2018 Intern Susie Hedley
Not a Competition

There is no set number of internship positions - obtaining a position is not a competition.

The most important qualifiers are your work ethic, writing skills, and ability to follow directions.

No Adobe software experience necessary! We will teach you.
What You Will Do

- Formatting
- Proofreading
- Fact-checking
- Searching for images
- Creating and reviewing layouts
- Writing award stories
- Indexing
- Attending literary events
Get an insider’s view of writing competitions in *NCLR*!

- **Doris Betts Fiction Prize**  
  (September 15th - October 31st)

- **Alex Albright Creative Nonfiction Prize**  
  (January 15th - March 1st)

- **James Applewhite Poetry Prize**  
  (March 15 - April 30)

- **John Ehle Prize**

- **Paul Green Prize**
<table>
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<tr>
<th>Benefits of Internship</th>
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<tr>
<td><strong>Expand your knowledge of North Carolina literature, writers, and artists</strong></td>
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<td><strong>Gain valuable experience in a professional working environment</strong></td>
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<td><strong>Practice your writing and editing skills with a professional audience</strong></td>
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<td><strong>Experience hands-on training in InDesign (publishing software)</strong></td>
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<td><strong>List several new skills on your resume</strong></td>
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<td><strong>Show the annual issue to prospective employers</strong></td>
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What We Are Looking For

Students who are self-motivated, reliable, responsible, and organized.

Students with a strong work ethic who want to improve their job skills.

Students interested in literature, editing, proofreading, social media, photography, film, art, layout, and design.
What We Are Looking For

Students with ingenuity and the ability to learn on the job

Students who can follow written instructions

Students who are proficient at proofreading, editing, and Microsoft Word

We'll teach the other skills you will need.
Time Commitment

140 hours total - 10 per week

6-8 hours per week in the NCLR office

1-2-hour weekly staff meetings and/or workshops

1-2 hours per week of independent work
General Overview of Intern Expectations

- **Conscientiousness:**
  - Check and double-check your work
  - Keep detailed records
  - Follow staff policies and procedures
  - Use style sheets and procedural instructions
  - Pay close attention to details

- **Ingenuity:**
  - Determine how to best complete your work accurately and efficiently

- **Professionalism:**
  - Be mindful of shared workspace
  - Correspond with writers and other important members of the literary community
  - Conduct yourself in a positive manner at events

Spring 2020 editorial assistants, Max and May, at NCLR event
Wrap Up

• Serving on the staff of NCLR is very demanding.
• Some may tell you it’s too demanding.
• Others will tell you it’s demanding but rewarding.
• Your experience will depend on your:
  • Attitude about your role
  • Dependability on the job
  • Responsibility as a staff member
  • Conscientiousness about your work
How do you enroll in ENGL 4890 or 4891?

- To start your internship experience, construct an email to the editor, in the form of a job application letter that addresses why you want to be an intern.
  - Include the name of a reference, preferably an English instructor at ECU (easier for the editor to consult quickly for a fast turnaround).
  - Attach a writing sample, preferably one with a bibliography or works cited, which shows you understand about citing sources, but if you are a creative writer, you can also include a sample of your own work.
  - PROOFREAD (You will be doing a lot of emailing with writers, and the editor wants to see an example of your professional correspondence.)

This letter is largely a means of showing your writing skills, as you will be corresponding with writers during the internship.

Email the Editor:
bauerm@ecu.edu
Questions: Email BauerM@ecu.edu

"Once I your writing skills (and ability to follow directions) from your submitted materials, I will request you send your Banner ID to Samantha in the Undergraduate office, who will notify you that you can enroll."

ENGL 4890 and 4891 with Dr. Bauer