INTERNSHIP COURSE (Practicum)
Placement Options for English Majors/Minors/BLA (revised 2-21-18)

Remember, the internship course is a COURSE, not an unpaid job. Plan for it as you would any academic obligation, and count it as a part of your course load for the term. This course requires 8-10 hours unpaid, relevant work each week (the normal time a capstone course would take each week: class + prep). Some students schedule 4-hr blocks 2 days a week for 15 weeks, others do 3-hr blocks 3 days a week for 13.5 weeks, etc. Most sites are flexible about scheduling during business hours. The course requires two writing assignments, periodic on-line check-ins and reflections (on course website), a few face-to-face class meetings (except in summer when we do not meet in person), plus your weekly hours. The course is pass/fail rather than graded.

** means pre-approved placements (not always available each semester); apply for these through English dept. only

[ ] means examples of placements students found on their own in the past; the dept. usually does not have a contact there

SUMMER INSTRUCTIONS:

STEP 1: To apply for English-department-approved ** internships, submit a “Request for Placement” form to the English department’s Internship Coordinator, Professor Archibald at Diana_Archibald@uml.edu. She will check your references (ask their permission first!)

STEP 2: Next, you will need a professional (career-focused) resume before you can be interviewed by the placement supervisor. Career Services can help, if needed, and give tips about interviews and internship searching, too.

STEP 3: If your placement interview goes well, you will land an internship—hurray! Contact Dr. Archibald at that point to complete the practicum application and to receive a permission number to add the course. Congrats!

NOTE: If you want to pursue an internship that is [bracketed], those positions are NOT pre-approved. The department may have a contact for you, but most likely you will have to pursue it on your own; please contact Prof. Archibald about next steps.

FALL and SPRING INSTRUCTIONS:

Sign up for the course, ENGL 4960: If you have met the prerequisites (College Writing II AND one of these: Critical Methods, Intro to Creative Writing, OR Intro to Professional Writing), you do not need a permission number. Sign up and you are guaranteed an internship!
CATEGORIES OF PLACEMENTS

Placements below are organized by type and may appear in more than one category since many positions include a combination of tasks or choice is flexible. For more information about the individual **placements, please contact the internship coordinator, Diana_Archibald@uml.edu.

BROADCASTING
An exciting but highly competitive field, broadcasting (either radio or television) internships are very hard to come by, but our students have landed positions through diligent searching and careful preparation. These kinds of internships are almost never paid and almost always require students to be enrolled in an internship course. UML students have been successful in landing such internships on their own. Search and see!

Students must apply for these (and other broadcasting internships not listed here) on their own.
[Channel 7]
[Gag Order Radio]
[Kiss 108 FM]
[Magic 106.7]
[NESN]
[NECN]
[WBXM/Mix 104.1/CBS Boston]
[WBUR NPR]
[WCAP]
[WCVB-TV]

COMMUNICATIONS
This broad field encompasses a host of professional writing activities built around reaching target audiences; examples include internal and external newsletters, video, social media, email and print communications, documentation, etc. Lots of jobs in this field, so get some experience!

**350MA Greater Lowell
**Acre Family Child Care
**Brush Art Gallery and Studios
**Budget Buddies
**Cambodian Mutual Assistance Center
**City of Lowell, Office of Cultural Affairs and Special Events
**CLASS, Inc.
**Community Teamwork Inc.
**Habitat for Humanity
**Howl Media
**International Institute of Lowell
**Kids in Tech
**Lazarus House
**Lowell Association for the Blind
**Lowell Parks & Conservation and Trust
**Lowell Transitional Living Center
**Merrimack Repertory Theatre**  
**Merrimack Valley Food Bank**  
**Merrimack Valley Housing Partnership**  
**Merrimack Valley Small Business Center**  
**New Entry Sustainable Farming**  
**Non-Profit Alliance of Greater Lowell**  
**Project LEARN**  
**Solid Waste and Recycling Office, City of Lowell**

**DEVELOPMENT**  
One of the most in-demand fields, development is business-speak for fundraising, that is, developing revenue for a business, institution, or organization. Writing internships and jobs in development include grant and proposal writing, direct mail, electronic communications such as newsletters and websites, event planning, supporting materials for prospect cultivation, etc.

**Acre Family Child Care**  
**Boys and Girls Club**  
**Brush Art Gallery and Studios**  
**Community Teamwork Inc.**  
**Greater Lowell Community Foundation**  
**Habitat for Humanity**  
**Lowell Transitional Living Center**  
**Lowell Association for the Blind**  
**Merrimack Valley Food Bank**

**EDITING AND PUBLISHING**  
An attractive field for many English majors, publishing is a highly competitive industry—even for its internships—but a few of our students have landed positions through diligent searching and careful preparation. Often internships in this field are paid and thus not eligible for course credit; most of those are in the Boston area, and students from Boston colleges are also applying for those positions. Students seeking such positions should get help from Career Services. It is possible to find unpaid editing/publishing internships at smaller, local presses/publications.

**AM Women Magazine** (editing and production roles available)  
**Massie McQuilken Agency**  
**The Strothman Agency**  
[Loom Press]  
[The Mother Connection]  
[Publishing Solutions Group]  
[Sons of Liberty Publishing]

**EDUCATION**  
Many internship opportunities exist for students interested in the field of education. Work with youth K-12 in after-school programs, shadow high school teachers and contribute lessons to a class, develop curriculum for a hands-on learning center, and more. These are rarely paid, but are ideal for the internship course. We have several pre-arranged internship slots, and this list keeps...
growing. If you want experience in the classroom, contact the internship coordinator for advice. Great for those considering careers in teaching!

**Bartlett Community Partnership School**
**Boys and Girls Club**
**Girls Inc.**
**Girls Scouts of Eastern Massachusetts**
**Tsongas Industrial History Center**
[Center Elementary School]
[Dennis-Yarmouth Regional High School]
[Gear-Up]
[Lowell Adult Education]
[Lowell High School]
[Rogers School]
[UP Leonard Academy (Lawrence High School)]

**JOURNALISM (Print & On-Line) AND MEDIA**
Journalism focuses on providing information to audiences through reporting. These internships often focus on print reporting, but sometimes they include using social media, making videos, or blogging. Some experience writing for *The Connector* and/or taking journalism courses is preferred (though not required) for these positions.

**AM Women Magazine**
**Howl Media**
**The Lowell Sun**
**Merrimack Valley Magazine**

Students must apply for the following (and other journalism internships not listed here) on their own.
[The Boston Globe]
[Captivate Network]
[Eagle Tribune]
[Gatehouse Media New England]
[Little White Earbuds]
[Mill City Sports]
[One-Bid Wonders]
[Patch.com]
[The Resilience Project]

**LEGAL**
An English degree is a preferred field for pursuing a law degree, and accordingly, law firms may welcome English majors as interns. Often these positions are not advertised, so students may need to approach firms and offer their services. Some students have sought out positions, usually as law offices assisting low-income or disadvantaged people. Almost every semester we place a student with the local legal aid office, and students have had a uniformly positive experience
there. If you plan to pursue a law career, please take advantage of this rare opportunity to gain experience that will set you apart from others applying to law school!

**Northeast Legal Aid, Inc.**  
[Child and Family Services, Lawrence, MA]  
[Greater Lowell Legal Services]

**LIBRARY SCIENCE**  
English is a great field of preparation for a career working in libraries. Librarians employ management, information technology, and education tools for the collection, organization, preservation, and dissemination of information resources. For this career, usually people need to earn at least a Master’s degree; completing a library internship is a great first step. These are rarely paid positions, and they usually don’t advertise, so you need to be proactive.

Students must apply for the following (and other library internships not listed here) **on their own.**  
[Flint Public Library]  
[Nevins Memorial Library]  
[Pollard Memorial Library]

**MARKETING**  
English students often think of marketing as a business major’s field, but English majors are actually great matches for marketing positions. Think of marketing as promoting things: products and services, yes, but also ideas, causes, organizations, etc. Marketing produces brochures and reports, social media, presentations, advertisements, flyers, etc. Get your foot in the door!

**350MA Greater Lowell**  
**Acre Family Child Care**  
**Boys and Girls Club**  
**Brush Art Gallery and Studios**  
**Budget Buddies**  
**City of Lowell, Office of Cultural Affairs and Special Events**  
**CLASS, Inc.**  
**Community Teamwork Inc.**  
**Habitat for Humanity**  
**Howl Media**  
**Kids in Tech**  
**Lowell Association for the Blind**  
**Merrimack Valley Food Bank**  
**Project LEARN**  
[Captivate Network]  
[Humanity Boutique]  
[Lowell Devils]  
[Marketing International Inc.]  
[Powerfinger Promotions]  
[Wicked Original]
MUSEUM AND PUBLIC PROGRAMMING
Especially in the Merrimack Valley and Greater Boston, there are many positions available in public arts and humanities institutions and organizations. Most of these are with museums and cultural organizations, ranging from researching and writing for exhibitions to building public programming. Such positions are sometimes but not usually paid but can be a gateway to employment in a popular regional industry. (FYI: UMass Lowell now offers a Master’s degree in Public Administration: Public Arts and Humanities track.)

** Bedford Historical Society
**Brush Art Gallery and Studios
**Concord Museum
**City of Lowell, Office of Cultural Affairs and Special Events
**Essex Arts Center
**Lowell National Historical Park
**Tsongas Industrial History Center
**Walden Woods Project & Thoreau Institute

PUBLIC RELATIONS
Defined by the Public Relations Society of America: “Public relations is a strategic communication process that builds mutually beneficial relationships between organizations and their publics.” Work in the field includes such things as writing press releases, maintaining media relations, social media, creating materials to promote good relations with the public.

**Budget Buddies
**Community Teamwork Inc.
**Habitat for Humanity
[International Music Network]
[John Guilfoil Public Relations]
[NESN]

SOCIAL MEDIA
One of the fastest growing areas of employment, excellent social media skills are in high demand in the working world. Competence in various platforms is preferred for social media internships: Facebook, Twitter, Tumblr, Google Plus, Instagram, Pinterest, YouTube, etc. It is worth contacting organizations or businesses on your own to gauge their interest in accepting an intern for social media. Lots of opportunities out there!

**Brush Art Gallery and Studios
**CLASS, Inc.
**City of Lowell, Office of Cultural Affairs and Special Events
**Habitat for Humanity
**Howl Media
**Kids in Tech
**Merrimack Valley Food Bank
**Solid Waste and Recycling Office, City of Lowell
[CollegeFashionista.com]
Almost all technical writing internships with companies should and will be paid positions. That said, nonprofits might need interns with skills in writing in technical genres such as proposals, reports, data visualizations and tables, and documentation.

**Community Teamwork Inc.**
**R.A.R.A.**
**Solid Waste and Recycling Office, City of Lowell**
**Village Empowerment Project**

NOW What?!

SUMMER 2018: **Priority Deadline March 9, after that rolling deadline**

**Paid internship?** Great—go for it! That has nothing to do with this handout—which is entirely about how to get academic credit for unpaid internships.

**Summer internships for academic credit?**
1. If you want one of the listed placements above marked with **, then complete the Request for Placement form to be pre-screened. [https://www.uml.edu/FAHSS/English/internships/forms.aspx](https://www.uml.edu/FAHSS/English/internships/forms.aspx)
2. If you want an internship marked with [brackets], go for it—when you land an internship through your own efforts and want to earn credit, email the internship coordinator Diana_Archibald@uml.edu to ask about how to get a permission number.

FALL 2018: **New Course Offered with Classroom Support: Internship 1 (ENGL4960)**

**Paid internship?** See above.

**Fall semester internships for academic credit?**
1. **IF** you are an English major, minor, or BLA English Concentrator **AND** you have completed at least ONE of these prerequisites: Critical Methods, Intro to Creative Writing, OR Intro to Professional Writing…
   then simply sign up for ENGL 4960 and you are **guaranteed an internship**! No permission number or forms required for those students in fall 2018. Email Diana_Archibald@uml.edu about what you are interested in doing. 😊

2. If you do not meet the conditions outlined above, email the coordinator at Diana_Archibald@uml.edu to discuss your options.