

**ENGLISH 895B**

**GRADUATE INTERNSHIP IN PUBLISHING CONTRACT**

**UNL Department of English**

Student: \_\_\_\_\_ I.D. Number: \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Course #: 895B Credit Hours: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

Supervisor at University of Nebraska Press: \_\_\_\_\_

Student responsibilities:

Work 10 hours a week at the University of Nebraska Press, in duties as assigned by the Humanities Editor or her or his representative.

Write a 1-2 page reflection on the internship at the end of the semester, to be handed in to the Graduate Chair and Press supervisor by no later than the Wednesday of exam week.

Specific duties assigned to this student (if agreed upon in advance by student and supervisor):

Permission number: \_\_\_\_\_ Released By: \_\_\_\_\_

\_\_\_\_\_  
Student signature Date: \_\_\_\_\_

\_\_\_\_\_  
Graduate Chair Date: \_\_\_\_\_

\_\_\_\_\_  
Supervisor at University of Nebraska Press Date: \_\_\_\_\_

Both the student and the NU Press supervisor should have a copy of this contract. Another copy of this contract is put in the graduate student's file.

## **ENGLISH 895B**

### **Graduate Internship in Publishing**

The Graduate Internship in Publishing is intended to provide graduate students with experience at a University Press. Interns will be supervised by the Humanities Editor at the University of Nebraska Press.

#### **Setting Up an Internship:**

If you are interested in an Internship in Publishing, make an appointment to talk with the Graduate Chair about it. If she or he ascertains that you are a good candidate for the internship, you will be directed to make an appointment with the Humanities Editor for an interview. If the Editor approves you as an intern, and you decide to accept, both of you should fill out the sign the Graduate Internship in Publishing Contract. Then, contact the Graduate Chair, who will give you the permission number for English 895B, which will allow you to register.

#### **Requirements and Activities:**

Internships are generally for 3 credit hours, which requires 10 hours of work a week for the 15 weeks of a regular semester. The student is expected to set up a schedule with her or his supervisor and follow it. The activities of the intern will vary depending on the student's interests and experience, but could include some of the following:

- \*Vetting proposals
- \*reading manuscripts
- \*helping with grant writing
- \*doing background research for grants
- \*doing web research for various projects
- \*filing
- \*attending editorial meetings

A student can expect to learn about how University Presses operate and how they are organized, what constitutes a good proposal, how book proposals are evaluated, and how other editorial decisions are made.

At mid-term and at the end of the semester, the Graduate Chair will ask the Humanities Editor for a brief assessment of the student's work and a recommended grade. The Graduate Chair will be responsible for assigning the grade.

Besides the work at the Press, the student will hand in a brief (1-2 page) reflection of her or his experiences in the internship at the end of the semester to the Graduate Chair and the Press supervisor.