

INTERNSHIP FOR CREDIT REQUIREMENTS AND PROCEDURES

WAKE FOREST UNIVERSITY PRESS

- Must have minimum departmental grade point average of 2.5
- Must work a minimum of 65 hours to receive 1.5 hours of credit or 130 hours for 3 hours of credit
- May not count any more than three hours of internship credit toward the major or toward graduation
- Must work a total of two semesters, even if both are not counted for hours of class credit
- Must be evaluated at end of internship by a faculty member with input from Wake Forest U Press Director or Assistant Director to receive credit
- Preferably should bring a laptop to the Press during internship

APPLICATION PROCESS

Download an application for WFU Press Internship for Credit from the home page on Wake Forest University Press website (www.wfu.edu/wfupress). Fill out application, and submit to Journalism Department Chair or Acting Chair.

If application is satisfactory, obtain Chair or Acting Chair's signature on the form. Chair or Acting Chair will submit application to Wake Forest University Press, and Press Director or Assistant Director will schedule an interview.

Allow at least one week for a response from the Press to the application.

Interview with Press. Because of limited physical space, not every internship application will necessarily be approved, but it may be approved for future internship opportunities.

After receiving authorization, register for Journalism course as instructed by your faculty adviser or Chair.

INTERNSHIP AREAS AND RESPONSIBILITIES

- Overview of today's academic publishing climate, including such areas as print on demand, e-publishing, foreign rights, the demise of the independent (and perhaps corporate!) bookstore, copyright, sales, marketing, and web presence
- Hands-on experience with:
 - subsidary rights and copyright issues
 - customer service and order fulfillment
 - Irish authors and Irish and British publishers
 - proofreading and manuscript processes and production
 - marketing and promotional outreach, including e-newsletter, Facebook, blogs, Wikipedia, website enrichment, and customer development
 - during some semesters, poetry readings and visits by WFU Press poets

Internship Application Form

I. INTERN INFORMATION

Name: _____ Student #: _____

Address (during term of internship):

Street: _____

City: _____

State: _ Zip: _____

Cell Phone and Land Line Phone (during term of internship): _____

Email Address: _____

Intern's Signature: _____

II. Faculty Supervisor / Department Chair or Acting Information

Faculty Supervisor or Chair Signature: _____

**THE FOLLOWING INFORMATION SERVES AS A CONTRACT AMONG THE STUDENT INTERN,
JOURNALISM FACULTY, AND WAKE FOREST UNIVERSITY PRESS**

I. TIME FRAME REQUESTED FOR INTERNSHIP

Requested date internship would begin: _____

Number of Academic Credits/Hours: 1.5 hours (one semester) _____ 3 hours (two semesters) _____

II. CAREER GOALS OF STUDENT AND PREPARATION

A. Please list Journalism and English courses completed and currently enrolled in:

B. Please list any other course work relevant to the internship:

C. Please list prior work experience:

D. Why do you want to intern with Wake Forest University Press? What interests you about the Press's work? Why do you think internship with the Press would augment your studies, your career goals, and / or your life? What areas are of most interest to you?

E. What skills or aptitudes do you bring to the Press? Please mention all computer program and social networking skills, as well as general talents and aptitudes. How could your internship assist the Press?

F. What skills would you most like to improve upon or learn about in your internship?

G. What other things should Wake Forest University Press know about you?

H. Do you understand that an internship at Wake Forest University Press is for a minimum of two semesters, regardless of whether you sign up for one or two semesters for credit?

Student Applicant's Signature _____

Date_____

Department Chair /Acting Chair's Signature _____

Date:_____

For Wake Forest University Press_____

Date:_____