Wake Forest University Press

INTERNSHIP APPLICATION PROCEDURES AND REQUIREMENTS

Wake Forest University Press accepts internship applications on a rolling basis for the fall and spring semesters of every year. You may intern for class credit, or simply for the learning experience.

All potential interns must fill out the WFU Press Internship Application and return via email to wfupress@wfu.edu or via campus mail to WFU Press, PO Box 7333. You can also hand deliver your application to Tribble A5. Allow at least 7-10 business days for a response from the Press. Because of limited physical space, we can only accept 4-6 interns per year, but applicants are free to apply multiple times.

If applying for class credit, you may choose to receive credit toward the Journalism or English major. You:

• Must have a minimum departmental grade point average of 2.5
• Must work a total of two semesters, even if both are not counted for hours of class credit
• Must work a minimum of 60 hours to receive 1.5 hours of credit or 120 hours for 3 hours of credit
• May not count any more than three hours of internship credit toward the major or toward graduation
• Must be evaluated at end of internship by a faculty member with input from WFU Press Director or Manager/Assistant Director
• Should bring a laptop to the Press during your internship

Submit your completed application to the Journalism or English Department Chair or Acting Chair for his/her signature on the last page. Chair or Acting Chair will submit the application to WFU Press, and the WFU Press Director or Manager will schedule an interview. If your application is accepted, you’ll need to register for the Journalism or English course as instructed by your faculty advisor or Chair.

INTERNSHIP AREAS AND RESPONSIBILITIES

• Overview of the current publishing climate, including such areas as digital publishing, foreign rights, the status of independent and corporate bookstores, copyright issues, sales, marketing, social media, and stages of publishing from proofreading to actual publication.
• General office work including answering phone, responding to unsolicited manuscripts, helping with mailing of galleys and review copies, fulfilling book orders, and more.
• Hands-on experience with: subsidiary 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.
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INTERNSHIP APPLICATION

I. **INTERN INFORMATION**

Name: ___________________________   Student ID#: ___________________

Class (at time of application): _________   Major/Minor: ________________

Address (during term of internship):

Street: ___________________________

City: ___________________________

State: _____ Zip: ___________

Cell Phone (during term of internship): ___________________________

Email Address: ___________________________

Intern’s Signature: ___________________________

**IF APPLYING FOR CLASS CREDIT, YOUR APPLICATION MUST BE APPROVED BY FACULTY MEMBER, SEE BELOW.**

II. **FACULTY SUPERVISOR / DEPARTMENT CHAIR OR ACTING INFORMATION**

(ONLY IF APPLYING FOR CLASS CREDIT)

Faculty Supervisor or Chair Signature: ___________________________

**IF YOU ARE NOT APPLYING FOR CLASS CREDIT, YOU DO NOT NEED FACULTY OR DEPARTMENT PERMISSION OR APPROVAL.**
III. TIME FRAME REQUESTED FOR INTERNSHIP

Requested semester internship would begin: __________________________

If taking for credit: Number of Academic Credits/Hours:

1.5 hours* (one semester) ____

3 hours (two semesters) ____

*ALL INTERNS, regardless of taking for credit, must commit to at least 2 semesters of internship.

IV. CAREER GOALS OF STUDENT AND PREPARATION

A. Why do you want to intern with Wake Forest University Press? What interests you about the Press’s work? Why do you think an internship with the Press would augment your studies, your career goals, and/or your life?

B. Please list Journalism and English courses completed and currently enrolled in, and list any other course work relevant to the internship:
C. Please list prior work experience:

D. Which areas interest you most? (check all that apply)
   ☐ Production (proofreading, etc.)  ☐ Marketing/Public Relations
   ☐ Sales  ☐ Social Media Management
   ☐ Website development  ☐ Event Planning
   ☐ Digital Publishing

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. What are some of your favorite books?
   (We promise, this has no bearing on whether your application is accepted. We’re just curious!)

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 hours?  

Student Applicant’s Signature _______________________________  Date: 

(If for class credit:)

Department Chair / Acting Chair’s Signature ________________________  Date: 

Wake Forest University Press ________________________________  Date: