

Florida State University - English Department – Editing Internship

Editing Internship - ENC 4942 / ENC 5945

The editing internship makes it possible for students to obtain a range of practical experience in editing and professional writing. Variable credit (1-3 semester hours) is possible for an individual internship course. Students can earn a maximum of 6 credit hours; however, only 3 credit hours will apply to the English major: S/U grade only. Because students receive degree hours for the editing internship (ENC 4942/ ENC 5945), tuition and fees are assessed as with any other course.

Students may intern at a variety of venues, including magazines, newspapers, publishing houses, television and radio stations, government offices, advertising and public relations firms, university departments, law firms, and non-profit agencies. Internships offer students the opportunity to network within an intended career field, gain professional writing, editing, and design experience, and create a tangible portfolio to be showcased at a job interview.

Internships may be done during the summer (in the 13-week Summer A session or the intensified 6-week Summer B and C sessions) as well as during the fall and spring semesters. They may be done in Tallahassee or elsewhere, and may even be done while studying abroad. Interns can be paid or unpaid. Some students may also have entirely virtual internships, provided they maintain careful documentation of work and work product.

During Fall, Spring, and Summer A sessions, students are expected to complete the following, for each 1 credit hour sought:

1. work four hours per week
- 2a. write 2000 words; OR
- b. edit 3000; OR
- c. an equivalent combination of writing and editing work

Thus, for 3 credit hours in Fall, Spring, or Summer A, a student would work 12 hours per week and write 6000 words (or edit 9000), whereas 2 credit hours would require working 8 hours per week and writing 4000 words (or editing 6000).

During Summer B and Summer C, students are expected to complete the following, for each 1 credit hour sought:

1. work eight hours per week
- 2a. write 2000 words; OR
- b. edit 3000; OR
- c. an equivalent combination of writing and editing work.

Thus, for a 3 credit hours Summer B or C, a student would work 24 hours per week and write 6000 words, or edit 9000.)

At the end of the internship, all students will need to submit a Final Electronic Portfolio (ePortfolio), which will provide the basis for evaluation. The Final ePortfolio will include the following materials:

- All editing and writing work produced during the term of the internship
- Word counts for each individual piece of writing and/or editing work, along with an overall count of the entirety of your internship work
- A final letter of evaluation from the site supervisor
- A 3-4 page single-spaced self-evaluation reflecting on the internship and what was learned
- An updated resume
- A contract filed on the course website

Details, instructions, and resources for the ePortfolio can be found on the course site:

<http://fsueditinginternship.wix.com/editinginternship>

Final ePortfolios must be submitted to the course Blackboard site by the time and date specified by the Internship Director. The Internship Director will assign the final grade.

How to Register for Internship Hours

We have open enrollment so that students can register independently for Editing Internship credit hours (ENC 4942 or ENC 5945). By registering for credit in ENC 4942 or ENC 5945, students become fee-liable and grade-liable for the internship course. Failure to submit a thorough final portfolio that meets the specific requirements (as described on the website below) will result in a grade of Unsatisfactory for the course.

Please submit your Internship Contracts to the course website after you have downloaded, filled out, and scanned the document at: http://english.fsu.edu/undergraduate/internship_contract.pdf. The contract should be uploaded on the course website on Black Board by 4 p.m. on the final day of drop/add for the semester or session. If you have any questions, please contact the instructor of record for ENC 4942/5945.

Who should do an internship?

Although an editing internship can be negotiated for any term of a student's college career, we suggest waiting until at least the junior year. Many students find that internships are more easily negotiated during the summer when academic schedules are typically less demanding. Use the editing internship as a way to transition into the job market or to "test drive" an intended career field. The internship requires a substantial time commitment from a student who is focused and can work independently. While any student can register for ENC 4942 hours, EWM students are required to complete at least three hours.

Where should I intern and how do I find an internship?

The English Department does not place students in internships: **it is the student's responsibility to identify and secure an internship.**

Our students have been successful in interning locally and globally—from the *Tallahassee Democrat* and *National Geographic* to the *National Enquirer* and *The Guardian* newspaper. Any established agency, magazine, publishing house, company, non-profit organization, state agency, or law firm can sponsor an intern. A list of employers in the Tallahassee area who have sponsored internships is provided on the course site: <http://fsueditinginternship.wix.com/editinginternship>

Please visit the company's web site or make a phone call for more information if a contact person or e-mail address is not listed. Keep in mind that the contact information listed here may have changed since our most recent update. Even if the contact information here is not current, someone at the company will most likely be able to point you in the right direction. It is the intern's responsibility to check the agency contact information prior to applying for an internship.

This list is by no means exhaustive—we encourage students pursue internships in career venues that will be most advantageous to future career plans. From time to time, possible sponsors contact the department, and the English advising office will forward possible internship announcements to students. Students are also encouraged to visit the FSU Career Center (career.fsu.edu).

Once an internship has been secured, please make sure that you are registered for the course and that your contract letter (linked above) has been uploaded to the course Blackboard site

What do editing interns actually do?

The department's expectation is that you will be writing and/or editing, and we define this broadly to allow students a breadth of professional experience. For example, our editing interns have written public service announcements for radio stations, drafted fund raising and marketing materials for non-profit agencies, created newsletters in a variety of professional venues, written articles for newspapers and magazines, designed brochures for advertising firms and charitable organizations, and served as copy editors in publishing houses and newspapers across the globe. Additionally, our interns have conducted research and writing projects for lawyers or museum directors, helping with everything from original research to layout/design, copyediting, and proofreading. The editing internship is constructed to help students design their own professional experiences and is therefore only constrained by minimal writing requirements. The English Department anticipates that interns will exceed the minimum requirements and create a portfolio that will be useful in future job interviews. Although we understand that in many offices, especially small ones, all employees are expected to answer phones or file, **your main focus should be writing or editing**. Please ensure that your internship site supervisor is aware of our requirements.

Still have questions?

If you have questions, look at the course search on the registrar's page and contact the Instructor of Record for ENC 4942/5945.