

Engl 495 *Bartleby* internship agreement

Students are welcome to work with *Bartleby* without pursuing internship credit, but as an option, the English department offers internships for students who work on the journal; interns receive Engl 495 credit.

English majors and writing minors can count the Engl 495 internship toward their elective requirement; all UMBC students can count it toward their upper-level credit requirement.

There are five types of internships:

- staff internship
- copy editing internship
- editorial internship
- management internship
- marketing & public relations internship

The requirements for each are detailed below:

Staff internship, 3 credits, available fall semester only, multiple positions available

This position is for students of any major with an interest in creative writing or art, who want to be involved in building the student creative community at UMBC and its annual journal, *Bartleby*.

The intern is responsible for:

- serving on a primary staff section (fiction, poetry, creative nonfiction, or art), reviewing at least 90% of submissions there, following the guidelines posted by the section editor.
- serving on a secondary section if needed, reviewing 50% of submissions (or less, at the discretion of the section editor).
- attending all scheduled staff meetings, twice a month at free hour on Mondays; if a schedule conflict prevents this, the intern is responsible for communicating with the managing editor.
- assisting with promotion by doing at least 2 class visits, hanging flyers around campus at several-week intervals, and participating in social media efforts to spread *Bartleby* news and updates.
- assisting with planning and implementing events, such as the annual Big Prize Poetry Slam (co-sponsored with English and Homecoming Weekend) but also *Bartleby* events such as open-mic readings and drop-in creative writing workshops.
- assisting with distributing the journal, by taking 20 or more copies of the most recent issue to locations around campus for students to take and read, doing this at several-week intervals.
- responding promptly and effectively to communications from editors and other staff
- adhering at all times to the *Bartleby* Statement of Philosophy, which defines staff members' ethical responsibilities to each other and to those who submit their work to the journal.
- submitting a short written self-assessment to the faculty advisor at the end of the semester.

Although the internship credit applies only to fall semester, staff members are encouraged to continue their involvement in spring semester; journal production is finished by this time and there is less service needed, although *Bartleby* remains active, especially when the new issue arrives and *Bartleby* plans its release event.

By signing below, and registering for Engl 495, I agree to fulfill the responsibilities above:

print name signature campus ID date internship semester

Copy editing internship, 3 credits in fall semester and repeatable in spring, multiple positions available

This position is for students who want to serve as staff members but also want to be involved in the copy editing, in which the selections for the journal are checked for errors and clarity issues. Copy editors need strong writing skills, including grammar and punctuation skills. Since much of the copy editing occurs in January, interns must have online availability to work during winter break.

The intern is responsible for:

- all of the requirements detailed above for the staff internship
- proof-reading and copy editing of a portion of the final selections for the journal, beginning in early January and typically finishing mid-to-late January, all work done online; although each intern does not edit all the selections, interns can expect to work with a majority of the pieces
- communicating with authors regarding any proposed changes (all copy editors may need to do this, but in practice it may be handled by just one or two of the copy editors)
- assisting with further copy editing, as needed, when the book design/layout is complete in early-to-mid-February

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Editorial internship, 3 credits in fall semester and repeatable in spring, multiple positions available

This position is for students who want to serve as staff members but also take on a greater leadership role. It is recommended that editorial interns serve first as staff members for at least one semester.

The intern is responsible for:

- all of the requirements detailed above for the staff internship
- coordinating the activities of the staff for a specific section (fiction, poetry, creative nonfiction, or art) as described above under the staff internship position, *or* serving as junior managing editor in a support role to the managing editor
- creating and posting guidelines at the online forum for the staff to follow in reviewing submissions
- communicating effectively with the section staff, and with the managing editor, in order to foster a healthy community and create a strong final product
- participating in final editorial decisions, as needed, with the managing editor
- taking a lead role in spring semester, with distribution of the journal, promotion, and event planning

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Management internship, 4 credits in fall semester and 3 credits in spring, one position available

This position is for students who want to serve as staff members but also take on the key leadership role of managing editor. It is open to students who have worked with *Bartleby* for at least one year.

The intern is responsible for:

- all of the requirements detailed above for the staff internship
- coordinating the work of the *Bartleby* staff, including overseeing the journal's production and distribution; planning events and projects; recruiting staff; managing budget and fund-raising; hosting staff meetings; performing outreach to the UMBC community and beyond, to share and promote the journal; delegating/coordinating with editors and other staff members regarding their roles and responsibilities; mentoring *Bartleby*'s future leaders, such as the junior managing editor; communicating effectively with the staff, editors, designer, and faculty advisor in order to foster a healthy community and create a strong final product.

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Marketing & public relations internship, 3 credits in fall semester and repeatable in spring, two positions available

This position is for students of any major with a strong interest in marketing and promotion, and strong motivation to spread the word about *Bartleby* to the campus community through "old" technology and "new"—from flyers and brochures to social media and myUMBC and the *Bartleby* website. Ideally, a team of two interns takes this on, together. It's possible, however, for one intern to do this work, although less is expected, obviously, of one person working alone. Because this internship focuses on marketing and public relations, interns do *not* need to serve as staff members unless they wish to.

The intern is responsible for:

- planning and implementing promotional efforts related to soliciting submissions, recruiting staff, attendance at *Bartleby* events, and the journal's release and distribution; strategies include promotion using print materials, email, social media, myUMBC, and the *Bartleby* website, and also sharing updates with the English dept for their website and announcements.
- making brief comments at the opening of *Bartleby* events, in order to spread the word about submitting work to the journal and joining its staff.
- working with staff members who are designing *Bartleby* print materials (flyers, brochures, posters).
- communicating frequently with the managing editor, in order to stay up to date on *Bartleby* developments.
- attending all scheduled staff meetings, twice a month at free hour on Mondays; if a schedule conflict prevents this, the intern is responsible for communicating with the managing editor.
- adhering at all times to the *Bartleby* Statement of Philosophy, which defines staff members' ethical responsibilities to each other and to those who submit their work to the journal.
- submitting a short written self-assessment to the faculty advisor at the end of the semester.

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_____	_____	_____	_____	_____
print name	signature	campus ID	date	internship semester