

Virtual *NCLR* Internship Information Session

“Check out the information here, created by student staff members, to find out about the *NCLR* internship experience.”

**N O R T H
C A R O L I N A
L I T E R A R Y
R E V I E W**

ENGL 4890 (fall) and 4891 (spring)

Dr. Margaret Bauer, *NCLR* Editor
Editor,



3.0 Writing Intensive
Credit Hours

Be part of *NCLR*, which is providing a literary record of the state!

- A cross between a scholarly journal and literary magazine
- Publishes poetry, fiction, and nonfiction by and interviews with NC writers
- Publishes essays about NC writers and the state's rich literary history
- Read more about *NCLR* at <https://nclr.ecu.edu>.



*Be associated with an
award-winning journal!*

from the Council of Editors of Learned Journals



1994
Best New Journal
Award



1999 and 2010
Best Journal
Design



2007 Parnassus
Award for
Significant
Editorial
Achievement



2014 Phoenix
Award for
Significant
Editorial
Achievement

Fall 2018 Intern Susie Hedley



Not a Competition

There is no set number of internship positions - obtaining a position is not a competition.

The most important qualifiers are your work ethic, writing skills, and ability to follow directions.

No Adobe software
experience necessary!
We will teach you.

What You Will Do



Formatting



Proofreading



Fact-checking



Searching for images



Creating and reviewing layouts



Writing award stories



Indexing



Attending literary events

Get an insider's
view of writing
competitions in
NCLR!



Doris Betts Fiction Prize
(September 15th - October 31st)



Alex Albright Creative Nonfiction Prize
(January 15th - March 1st)



James Applewhite Poetry Prize
(April 1 - 30)



Jaki Shelton Green Performance Poetry Prize
(April 1 - 30)



John Ehle Prize and Randall Kenan Prize

Benefits of Internship

Expand your knowledge of North Carolina literature, writers, and artists

Gain valuable experience in a professional working environment

Practice your writing and editing skills with a professional audience

Experience hands-on training in InDesign and Word Press

List several new skills on your resume

Show the issues you worked on to prospective employers

What We Are Looking For

Students who are self-motivated, reliable, responsible, and organized.

Students with a strong work ethic who want to improve their job skills.

Students interested in literature, editing, proofreading, social media, photography, film, art, layout, and design.



What We Are Looking For

Students with ingenuity and the ability to learn on the job

Students who can follow written instructions

Students who are proficient at proofreading, editing, and Microsoft Word

We'll teach the other skills you will need.



Time Commitment



140 hours total - 10 per week



6-8 hours per week in the *NCLR* office



1-2-hour weekly staff meetings and/or workshops



1-2 hours per week of independent work

General Overview of Intern Expectations

- Conscientiousness:
 - Check and double-check your work
 - Keep detailed records
 - Follow staff policies and procedures
 - Use style sheets and procedural instructions
 - Pay close attention to details
- Ingenuity:
 - Determine how to best complete your work accurately and efficiently
- Professionalism:
 - Be mindful of shared workspace
 - Correspond with writers and other important members of the literary community
 - Conduct yourself in a positive manner at events



Spring 2020 editorial assistants, Max and May, at NCLR event

Upcoming Features

Disability (in) NC Literature

LGBTQ+ NC Writers

Mysteries and thrillers by NC Writers

NC Writer / Veterans

Familiarize yourself with *NCLR* by flipping through [the latest *NCLR Online*](#).

Read [an interview with the editor](#).



How do you enroll in ENGL 4890 or 4891?



**Email the Editor:
bauerm@ecu.edu**

- To start your internship experience, construct an email to the editor, in the form of a job application letter that addresses why you want to be an intern.
 - Include the name of a reference, preferably an English instructor at ECU (easier for the editor to consult quickly for a fast turnaround).
 - Attach a writing sample, preferably one with a bibliography or works cited, which shows you understand about citing sources, but if you are a creative writer, you can also include a sample of your own work.
- **PROOFREAD** (You will be doing a lot of emailing with writers, and the editor wants to see an example of your professional correspondence.)

This letter is largely a means of showing your writing skills, as you will be corresponding with writers during the internship.

Wrap Up

- Serving on the staff of *NCLR* is very demanding.
- Some may tell you it's too demanding.
- Others will tell you it's demanding but rewarding.
- Your experience will depend on *your*:
 - Attitude about your role
 - Dependability on the job
 - Responsibility as a staff member
 - Conscientiousness about your work

Questions: Email BauerM@ecu.edu

