

UH CWP-ROWAN SUMMER INTERNSHIP PROGRAM



ROWAN CREATIVE WRITING INTERNSHIP PROGRAM

Basic Internship Requirements:

- Interns will successfully interview with the organization where the internship will take place. Internships are contingent on the organization's willingness to "hire" you. (N.B.: The Rowan Internship program is here to provide funding, assistance with placements and general support for interns; however, it does not host internships.)
- A minimum of 70 contact hours over the summer, usually a balance of professional and service responsibilities.
- Internships will take place over the summer and must be completed by August 31st. Petitions for extensions are available.
- Interns will track their hours and tasks throughout the summer for the Rowan Internship Program.
- As a group, interns will meet with the internship underwriter at the start of the fall semester in Houston to debrief about their internship experience.
- At the conclusion of the internship, interns will submit a reflective essay discussing their internship experience, a thank you note to the internship underwriter and a brief survey.

Internship Placements:

- Interns will work with organizations that focus on editing, publishing, literary activism, literary event planning, or arts administration with an emphasis on writing (i.e. content writing, social media, etc.) in Houston and beyond.
- To stay updated on potential opportunities, please see the [Rowan Internship Opportunities: Job Descriptions](#) listing. Please note this document updates throughout the year.
- The Rowan Internship Program cannot guarantee an internship. If, for whatever reason, the partnering organization is no longer able to provide an internship opportunity, the selected Rowan intern is responsible for finding another applicable opportunity within a reasonable time frame. Otherwise the funding will go to another applicant.

Fellowship Payment:

- Local/remote (i.e. virtual) internships: \$2,500
- Non-local internships: \$5,000

For Course Credit:

- Students interested in also receiving credit for this internship must be enrolled in ENGL 4390 and satisfactorily complete the course. Contact your Academic Advisor and Dr. Lauren Zentz for more information: lrzentz@central.uh.edu

Eligibility:

- University of Houston-Main Campus student.
- 3.0 GPA (a GPA below this must be addressed in your cover letter)
- English majors/students who have completed, or will complete in the spring semester, at least 6 hours of upper division English courses (with a minimum of 6 upper division hours on UH Main campus)
- English majors/students who have completed, or will complete in the spring semester, 3 hours of a Creative Writing course at UH Main Campus.
- Undergraduate enrollment in the following fall semester or concurrent summer semester.
- A letter of recommendation from a student's professor addressing the student's writing skills and professionalism.

APPLICATION INTO THE ROWAN INTERNSHIP PROGRAM:

Please complete the [application found on this Google Form](#)

~~by 11:59pm March 22nd, 2023~~

DEADLINE EXTENDED to MONDAY, APRIL 10th by 11:59pm

The application will ask for the following:

- name, pronouns, address and phone number
- copy of transcript (unofficial is permissible)
- a resume of your work, extracurricular activities and/or volunteer experience
- a cover letter that includes a brief (300+ words) description of:
 - which Rowan Internship you are applying (local or out-of-town)
 - your hopeful or secured internship (where you hope to or will intern and what tasks/projects you hope to or will work on)
 - what experience you can bring to this internship opportunity
 - what you hope to gain from your internship experience
- completion of a brief recommendation form completed by a UH professor on your behalf.
 - Please send your recommender this link: <https://forms.gle/S5UeAn3EPPBU8Ri99>
 - **This should not be submitted by the student on the application form, but by the professor.**

- **The submitter must use their UH email to complete the form.**
- Please ask them to complete the form by ~~March 22nd~~ Monday, April 10th

Applications must be completed no later than

~~11:59pm Wednesday, March 22nd, 2023~~

11:59pm Monday, April 10th, 2023

FAQs (Frequently Asked Questions):

What internships are available through The Rowan Internship Program?

While the Rowan Internship Program has partnerships with literary organizations across the country, there is no prescribed internship that you would be applying for. Rowan Interns can build their dream internship---as long as the work is based in writing and/or editing.

What types of organizations can I intern with?

We encourage interning at organizations that focus on editing, publishing, literary activism, literary event planning, or arts administration with an emphasis on writing (i.e. content writing, social media, etc.) These organizations will be best able to support and mentor you into the professional writing world. However, if you find an organization that supports your outside interests and provides a writing/editing based internship opportunity, we encourage you to pursue this as well. For example, if you find an animal shelter that needs an intern to write grant proposals, content for their website or promotional materials this work is based in editing/writing and would qualify for a Rowan Internship.

How do I find these organizations?

Take a look at where our past interns have worked. Many of these organizations are willing and eager for Rowan Interns. For organizations beyond these, do a little research about what work you want to do and which organizations you think could provide you that opportunity. Reach out to these organizations to see if they are open to supporting an intern and what the work might possibly be.

Below are some organizations that we've worked with and can highly recommend, but these are not the only opportunities available. As long as the work is writing/editing related, you can receive funding.

Potential Internship Organizations:

[Arte Público Press](#): editing, publishing, arts admin opportunities

[BOBB Films](#): marketing, editing, educational outreach opportunities

[Brazos Bookstore](#): marketing, event planning, bookselling opportunities

[Defunkt Magazine](#): editing, publishing, marketing opportunities
[Gemini Ink](#) (in San Antonio): arts admin, marketing and event planning opportunities
[Grackle and Grackle](#): arts admin, editing, marketing opportunities
[Gulf Coast Journal](#): editing, publishing, marketing opportunities
[Houston Grand Opera](#): editing, publishing, marketing opportunities
[Night Heron Media](#): editing, publishing, marketing opportunities
[San Diego Writers Ink](#): editing, publishing, marketing opportunities
[Texas Writers League](#): publishing, marketing and event planning opportunities
[Writer's Garret \(in Dallas\)](#): teaching, grant writing and arts admin opportunities
[Writers in the Schools](#): teaching, grant writing and arts admin opportunities

To stay updated on potential opportunities, please see the [Rowan Internship Opportunities: Job Descriptions](#) listing. Please note this document updates throughout the year.

If you want to learn more about opportunities, please reach out to RowanUHCWP@gmail.com

Are all internships remote/virtual due to COVID-19 social distancing?

The Rowan Internship Program funds in-person internships local or abroad, as well as **remote/virtual opportunities**. Please state clearly in your cover letter or communicate to the Rowan admin during your hiring process whether your internship will take place in-person or virtually. The Rowan Internship understands that these pandemic times ask for flexibility and this in-person or virtual mode may change. We're more than willing to provide that flexibility, please just keep us informed.

Do I need to secure an internship by the time I apply for the Rowan Internship Program?

No, but it helps! While it is not necessary to have a secured internship with an organization at the time of your application submission, detailing what research and contacts you've made with your intended organization creates a very strong application. Demonstrating the initiative you've taken in pursuing the internship (i.e. names of contacts, details of work duties, copies of email correspondence, etc.) will highly increase your chances of being selected for the program. This is especially true if the organization is a new partnering organization with the Rowan Internship Program. If you have an internship already secured, please state this clearly in your application.

What do I do if I'm not very comfortable with interviewing, putting together a C.V./resume or emailing potential internship organizations?

That's perfectly alright! Internships are a great opportunity to learn and practice these professionalizing skills. For more information on how to interview well, write up a stellar C.V./resume and whip off a professional email take a look at [UH Career Services](#). They have a wealth of knowledge on their site, in addition to one-on-one career counseling, all available to you free as a UH student.

Where can I find out more about Rowan Internships?

Throughout the spring semester, the Rowan Internship program will host information sessions about the application process. Bring your specific questions, get a general idea of what the program has to offer or simply introduce yourself. Please look for dates and times in your email inbox from the English Department or email RowanUHCWP@gmail.com for more information.

For further questions please email RowanUHCWP@gmail.com