STEP 1 - SEARCH

Look for internship opportunities in industries that interest you. What field do you want to learn more about? Search titles and job descriptions online to understand different roles.

- **BEACON CAREERS ONLINE**
  Register for an account and search job postings for internships.

- **JOB SEARCH ENGINES: INDEED**
  Search for positions on job boards after selecting “internship” for the job type.

- **COMPANY WEBSITES**
  Check company pages for intern opportunities.

STEP 2 - APPLY

Read through the application requirements and fill out all necessary forms. Make sure you meet deadlines. Applications can vary depending on the company; some will ask you to email materials or submit via a job platform. Below are the documents typically required:

- Resume
- Cover Letter
- References
- Writing Sample

For more information visit www.umbprofwriting.wordpress.com
STEP 3 - CONFIRM

Once you have been offered and have accepted an internship, you must confirm the information below with the Professional Writing & New Media Program at ProfWriting@umb.edu or Director Timothy Oleksiak at Timothy.Oleksiak@umb.edu

- Name of company
- Supervisor contact information
- Paid or Unpaid
- Internship Title

STEP 4 - ENROLL

The final step is to enroll into the internship seminar ENGL 475 that will support your experiential learning. This course is required. Make sure you have enough space in your schedule to enroll.

- Request enrollment for ENGL 475
- Credits are on a sliding scale: 3 to 6 credits

If you have any questions, want more information, or would like to meet with the program directors, please email ProfWriting@umb.edu

Department of English • UMass Boston • Boston, MA 02125
617-287-6700 • www.umbprofwriting.wordpress.com