History 594 01
Fall 2018-2019
office: PH 337
meeting times: N/A
office phone/voice mail: 946-6254
location: N/A
office hours: MWF, 11:30 – 12:30; T 8:30 – 9:30
email: MartinRE

Four Credit Hour Internship:
*Canadian-American Slavic Studies*

**Description:**

This internship is for a production and editing assistant for the scholarly journal Canadian-American Slavic Studies, which has recently been brought to Westminster College under the editorship of Dr. Russell E. Martin. The intern will manage submissions, contact referees, read and edit submissions, investigate and confirm citations, manage journal software, and help establish the new email address and office for the journal.

**Outcomes:**

Students will:
- Demonstrate editing skills, as they pertain to journal submissions;
- Demonstrate writing skills in correspondence;
- Demonstrate oral communication skills, in interactions with the editor/professor and with contributors;
- Describe areas in the management for improvement.

The student will acquire real-world experience working for a major scholarly journal and make meaningful and lasting contributions to its management on this campus.

**Assignments:**

The student will meet with the editor/professor once weekly at a time to be agreed upon mutually in a “staff meeting.” The student will present his weekly work at that meeting and receive assignments for the next week. The student will also give input on on-going and future projects at these meetings.
The editor/professor will meet additionally with the intern as requested or needed by the workload.

**Grading:**

Grading will be S/U.