



## Publishing Internship

The American College of Physicians (ACP), the largest medical specialty organization and second largest physician group in the United States, is seeking third and fourth year undergraduate student interns for its Publishing Division. This division is responsible for a variety of digital and print publication products, including the premier journal, *Annals of Internal Medicine*; as well as *ACP Hospitalist*; *ACP Internist*; Annals Virtual Patients online simulations; and a personalized literature updating service, ACP Journalwise.

These unpaid internship opportunities are based in the Philadelphia Center City office and successful candidates will learn and assist with the production and management of our products and services. These include scientific and scholarly print publications, Web sites, and apps. Activities can include product research, media production, data analysis, quality assurance and defect resolution, and other assignments applicable to a state-of-the-art publishing business.

### Internship Goals:

1. Participate in a range of professional experiences, including team projects, inter-colleague communications, and working in a contemporary office environment.
2. Learn through challenging and meaningful activities.
3. Improve individual marketability to potential employers by developing real-world business experience.
4. Apply existing knowledge, skills, and experience to projects and problem solving.
5. Obtain exposure to career opportunities in publishing, with a focus on scientific and scholarly topics.
6. Gain awareness of resolution strategies for organizational issues and challenges.

Interns will learn and experience the various roles and activities that make up a publishing division and be part of a team that creates and manages electronic and print products. The activities primarily focus on the key skills needed within the publishing/media industry and is structured in such a way so as to enhance learning opportunities. During the course of the internship, the intern will often partner with various publishing team members to learn about their responsibilities, tasks, and goals. Daily activities will range from participating in day-to-day business to independent work on projects.

Interns will often work closely with ACP employees to understand the many essential areas of the medical and scholarly publishing industry including: editorial processes, marketing and communications, sales and business development, digital and multimedia production, and customer support.

Publications and online products managed by the ACP Publishing Division include (but are not limited to):

*Annals of Internal Medicine* Web Site: [www.annals.org](http://www.annals.org)

Annals Virtual Patients: <http://vp.acponline.org/virtualpatients>

ACP JournalWise: [www.JournalWise.org](http://www.JournalWise.org)

ACP Internist: <http://acpinternist.org>

ACP Hospitalist: <http://www.acphospitalist.org/>

ACP Internist Weekly: <http://acpinternist.org/weekly>

ACP Hospitalist Weekly: <http://acphospitalist.org/weekly>

ACP Diabetes Monthly: <http://diabetes.acponline.org>

ACP Gastroenterology Monthly: <http://gastroenterology.acponline.org>

ACP Career Connection: <https://www.acponline.org/about-acp/about-internal-medicine/career-paths/career-connection>

ACP Clinical Guidelines: Downloadable app from Google Play and the App Store

#### Requirements:

- Students must be eligible to receive academic credits for the internship in order to apply
- Students applying should be in their third or fourth year of an undergraduate program majoring in Journalism, English, Business, Communication, Media, or a related major or minor
- Interns must be able to travel to the ACP office, located in Center City Philadelphia
- Interns should be able to work a minimum of 15 hours per week Monday through Friday, with more hours preferred. Hours are flexible depending on the student's schedule.

Before you begin your internship, documentation from your school will be required, stating how many credits you will receive, how many internship hours are required each week, start and end dates of the internship, and whether your supervisor is required to fill out an evaluation.

Candidates will be required to participate in an interview at the ACP offices to be considered for an internship.

To apply for a 2018 Spring Internship, please complete our [Internship Application](#), and submit it with a resume and cover letter stating what your goals for the internship are. All materials should be submitted via email to Caitlin Frontino at [recruiting@acponline.org](mailto:recruiting@acponline.org). The 2018 Spring semester internship will run from approximately January-May 2018. **The application deadline for this internship is November 30, 2017.**

ACP Is An Equal Opportunity Employer