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David Weber (English, Sociology, 2016)
- Lead Marketing Intern
- Part-time, 20-30 hours per week
- Unpaid but receiving Career Center Internship Grant

**What do you do as an intern at this organization?**
My daily tasks included local business outreach in the course of event planning, gathering media lists and press mentions of advertising sponsors, writing social media content and marketing copy, data input for spreadsheet and PowerPoint reports, and fact checking advertisements.

**How did you find your internship?**
I learned about this position from a co-worker at a former internship, who suggested that I apply to work under the marketing team.

**What do you enjoy most about your internship?**
Working with the sales and marketing teams allowed me to experience the business side of the publication, but also afforded the opportunity to write in-book and digital copy, as well as the chance to work with the graphic design team; each day featured a wide variety of projects and tasks.

**What do you find challenging?**
That same diversity of responsibility was sometimes challenging to navigate. The intern pool roughly doubles the workforce of the marketing team, so interns are expected to pull nearly as much weight as full-time employees across a range of projects and without missing a beat.

**What advice would you offer to someone who wants to make the most of an internship like yours?**
If there is a particular task that interests you, speak up! Supervisors like to see targeted enthusiasm. Also, tasks that seem menial are usually part of a larger project, which you can also better understand by speaking up and asking questions. Finally, learn Excel. You can never know enough Excel.

**About the Organization**
Boston Magazine
Boston, MA

For more than 40 years, Boston Magazine’s experienced writers, editors, and designers have captured all sides of our city with award-winning and insightful writing, and groundbreaking reporting and design. Our expository features, narratives, profiles, and investigative features tell our half-million monthly readers how this city works, while our unsurpassed, sophisticated service journalism helps them get the most out of it. We report which towns and neighborhoods are the most desirable, which schools and workplaces are at the top of the heap, which doctors are first-rate, and which restaurants, stores, and services are the Best of Boston®.
Wesley Hartmann (Economics, 2018)
Web Marketing
Full-time, 40-45 hours per week
Paid

What do you do as an intern at this organization?
I get to work closely with the Marketing VP and collaborate with coworkers to create easy to access websites. I worked to make our site appear early on in google search lists. Daily, I work on the website via a web publishing app. Also, I make reports on all the sites for our traffic.

How did you find your internship?
My friend's father is the President and COO of the company. I met with him at church, then he called and offered me a job for the summer. The company is growing rapidly right now so I'm sure anyone interested would be more than welcome!

What do you enjoy most about your internship?
I get to work closely with the executives. My office was between my boss and the CEO. I get to go to lunch with them fairly often and they are more than willing to share years of wisdom. Also, I get to collaborate with the marketing department and work with people on a daily basis.

What do you find challenging?
Initially, getting used to proper office conduct was challenging, but I got a lot of help from everyone on how to be a professional. Also, learning to work with other people and to get on the same page so we all have a good vision of what we want to get done. i.e. What the site should look like.

What advice would you offer to someone who wants to make the most of an internship like yours?
The best way to do it would be to contact me. You will have a better chance of getting the internship and I will get credit for referring you!

About the Organization
Center for Discovery
Los Alamitos, CA

Center for Discovery has been providing residential treatment for women and teens for over 18 years. At Center for Discovery, we provide residential treatment for women with eating disorders, teens with eating disorders, teens with mental health disorders, and teens with substance abuse issues. Each of our locations is dedicated solely to one of our specialized treatment programs. By keeping each location specialized to one of our treatment programs, we are able to provide the most effective and efficient treatment. All locations provide treatment for only a small number of residents at one time to maintain an intimate setting and a high staff to resident ratio. Treatment within a residential neighborhood allows our residents to feel more comfortable in a familiar surrounding and provides greater transferability and internalization of the treatment experience to life after treatment. We place a high priority on providing an environment where our clients feel like and are treated like people, never patients.
CISCRP (Center for Information & Study on Clinical Research Participation) | www.ciscrp.org

- Colin Burnett (Biopsychology, Drama, 2016)
- Communicating Trial Results Intern
- Part-time, 32 hours per week
- Paid

What do you do as an intern at this organization?
I am part of the "Communicating Trial Results" program dedicated to improving transparency between the sponsors of clinical trials and the individuals who participate in the studies by translating scientific results from clinical trials into lay-language summaries.

How did you find your internship?
I found my internship through a listing on the Jumbo Jobs website.

What do you enjoy most about your internship?
At CISCRP, I get to see the behind-the-scenes work put into clinical trials. Beyond the medical advancements these studies can make, I have found it important to understand the procedures in place that make these discoveries possible.

What do you find challenging?
The most challenging aspect of this internship is containing my interest in the science of the clinical research. Sometimes, understanding surface level information on a study cannot satisfy my desire to see the research put into a trial!

What advice would you offer to someone who wants to make the most of an internship like yours?
I recommend that students who have a strong passion for both scientific work and health communications understand the two-fold initiative of the organization: raising awareness and improving transparency of clinical research, i.e. it's not all about the science.

About the Organization
CISCRP (Center for Information & Study on Clinical Research Participation)
Boston, MA

The Center for Information and Study on Clinical Research Participation (CISCRP) is a first-of-its-kind nonprofit organization dedicated to educating and informing the public, patients, medical/research communities, the media, and policy makers about clinical research and the role each party plays in the process.
Joshua Berl (Computer Science, 2017)
Intern
Part-time, 12-16 hours per week
Paid

What do you do as an intern at this organization?
I try to get artists onto the social music discovery app to be featured users.

How did you find your internship?
My friend was making an app and I asked if I could get involved

What do you enjoy most about your internship?
Flexible tasks and talking to really cool famous bands that I like. I have a say in future developments of the app.

What do you find challenging?
Changing marketing strategies to work with the head of growth.

What advice would you offer to someone who wants to make the most of an internship like yours?
If your friends are making something that looks like it could be huge, try to get involved if you believe in it.

About the Organization
Cymbal
Cambridge, MA

Cymbal is a social media discovery service. It brings music discovery powered by friends, not algorithms. Share your song of the moment and craft your musical identity. Have conversations about music. Like, comment, and discover. Listen to an always-updating playlist of the best new music.
Documentary Educational Resources, Inc. | www.der.org

- Maya Zeigler (Anthropology, Film, Dance Minor, 2016)
- Acquisitions & Marketing Intern
- Full-time, ~30 hours per week
- Unpaid but receiving Career Center Internship Grant

What do you do as an intern at this organization?
I work on Acquisitions, watching incoming documentary submissions and giving input on new and upcoming sponsorship projects. All interns have a personal project as well: I'm the coordinator on federal grant proposals and submissions for sponsored filmmakers and for DER.

How did you find your internship?
I received a contact referral from my January 'Winternship' through the Film/Media Studies program. Ask Julie Dobrow/Howard Woolf about those if you'd like to learn more about them; it's a cool program.

What do you enjoy most about your internship?
As someone working at DER, I enjoy the access to a huge wealth of documentary films and festival circuit films. This organization is a small non-profit, with a small office staff and huge network. The nature of the job is very much for self-motivated hard workers, and it favors those who don't want high-stress office jobs.

What do you find challenging?
Working in an office environment is always the most exciting. It also demands that you make yourself do the work, because the staff here won't force you to do things -- you get out of this internship what you put into it. You can easily sink if you don't motivate yourself everyday.

What advice would you offer to someone who wants to make the most of an internship like yours?
Embrace your personal interests and find a niche in the work of a small non-profit documentary film distributor. It's incredibly interesting and rewarding to be exposed to film work of this nature everyday.

About the Organization
Documentary Educational Resources, Inc.
Watertown, MA

DER's mission is to promote thought-provoking documentary film and media for learning about the people and cultures of the world. We believe in the importance of connecting filmmakers and audiences, and in maintaining high professional standards in the quality of our products and our interactions with filmmakers, educators, and our professional community. Through fiscal sponsorship, workshops and consulting, we support filmmakers who use media in the documentation of social and cultural practices, processes and beliefs.
FableVision Studios | www.fablevisionstudios.com

- Carl Haber (Psychology, Education, 2016)
- Marketing Intern
- Part-time, 16 hours per week
- Unpaid

**What do you do as an intern at this organization?**
My tasks include social media: drafting posts for FableVision’s Twitter and Facebook pages and finding articles to retweet and comment on; blogging: updating the FableBlog and InternVision pages on the website; promotional materials: copy editing proposals, show bibles, blog posts, etc.; supporting the marketing team: researching various projects of interest to the team, creating spreadsheets, etc.; and working on an independent project of my own direction.

**How did you find your internship?**
Family/friend referral

**What do you enjoy most about your internship?**
FableVision gave me the opportunity to complete an independent project based on my previous research. It was very useful and added immensely to my portfolio.

**What do you find challenging?**
It was my first time in an office setting.

**What advice would you offer to someone who wants to make the most of an internship like yours?**
Pick a good independent project!

**About the Organization**
FableVision Studios
Boston, MA

FableVision Studios is a transmedia development studio that designs and develops a wide array of engaging media and interactives that inspire, teach, and move people to action.
Libby Cornelssen (Political Science, 2016)
Public Relations Intern
Part-time, 15 hours per week
Paid

What do you do as an intern at this organization?
I compile media lists, call reporters and pitch stories, research potential and current clients, and monitor media for client mentions.

How did you find your internship?
Family/friend referral. A family member told me about the company, and I reached out for an interview.

What do you enjoy most about your internship?
I enjoy working at a small company and learning about the different roles each person has. Cold-calling reporters and pitching stories to them was the biggest but most rewarding challenge to overcome. Lastly, learning about non-profits and politicians as well as major news outlets in Boston gave me a greater understanding of the news and PR landscape.

What do you find challenging?
It’s a non-structured internship with virtually no training or follow-up, so you really have to self-motivate and be aware of what is going on and how you can help. Learning how to politely offer assistance when I had nothing to do and ask questions when a task wasn’t well-explained was tough at first.

What advice would you offer to someone who wants to make the most of an internship like yours?
Ask questions and try to learn as much about the company as possible. Although you might be given smaller tasks, it’s important to understand the full picture so you realize the relevancy of your daily work. As far as applying, you should just reach out and make sure you are knowledgeable about what the company does and who the clients are and have been.

About the Organization
Melwood Global
Boston, MA

Melwood Global is the only strategic communications firm in Boston and Washington, D.C. owned and staffed entirely by former working journalists. Why is that? Because while many say they know the media, those who have spent time on the front lines as working journalists living the immediacy of deadlines, the crush of information, the speed at which reputations are won and lost are best to advise organizations facing their toughest challenges. Combined with our unmatched post-newsroom experience in government, large PR firms, international NGOs, political campaigns and beyond, Melwood Global brings its clients the right mix of experience, vision and innovation needed to best navigate the complex modern communications world.
Northwind Strategies | www.northwindstrategies.com

- Stephen Mariani (Economics, Political Science, 2017)
- General Intern
- Part-time, 20 hours per week
- Unpaid

What do you do as an intern at this organization?
My tasks include gathering media coverage of clients, writing Op-Eds and reaching out to media contacts.

How did you find your internship?
Friend referral

What do you enjoy most about your internship?
I enjoyed learning a valuable skill, i.e., crafting a message and portraying that message with a controlled, calculated strategy to various media outlets.

What do you find challenging?
The challenge of this internship is quickly becoming versed in the details of a client’s industry and being able to write about or publicize those details with short notice.

What advice would you offer to someone who wants to make the most of an internship like yours?
Be able to express professional and prompt communication skills when accomplishing tasks and applying, for that is what makes a strong candidate at the firm.

About the Organization
Northwind Strategies
Boston, MA

We specialize in competitive communications – where we compete with an entity with an opposing viewpoint to win the public argument – story by story, news cycle by news cycle. Our background in politics has prepared us to be disciplined in our messaging, prepared for opposing arguments, and aggressive in getting our side into stories.
Anonymous (English, 2017)
Editorial Intern
Part-time, 16 hours per week
Unpaid

What do you do as an intern at this organization?
I did passage research, fact checking, blog writing, and a number of clerical tasks. This changed somewhat, depending on which projects the company was working on at the time of the internship.

How did you find your internship?
I googled publishing jobs in Boston and applied to essentially everywhere that I could find.

What do you enjoy most about your internship?
The people were nice and appreciative of my work. They were also very responsive to feedback, which showed an effort to help me enjoy the internship.

What do you find challenging?
There are a lot of detailed requirements in educational publishing that make finding passages or graphics that meet all of the standards quite difficult.

What advice would you offer to someone who wants to make the most of an internship like yours?
Consider what you're learning on every task you perform. I did a very clerical-based task for about two weeks, but it helped when I realized that through it I was learning a lot about educational standards, which is important for the field of K-12 textbooks.

About the Organization
Publishing Solutions Group
Woburn, MA

PSG is a full-service development and translation company offering a variety of services to meet our clients' print and digital needs. Our Project Managers lead our experienced, creative teams to develop highly effective, visually appealing publishing products. Services include Content Development: writing, editing, copyediting; State-Specific Alignments; Fact Checking; Indexing; Permissions; Art & Design; Production; Audio Production; and Translation.
Alexia Sanchez (American Studies, 2016)
Intern
Full-time, 40 hours per week
Unpaid but receiving Career Center Internship Grant

What do you do as an intern at this organization?
I work with the organization’s youth and community art programs. The majority of my time is directed at the S.O.Y. Artista Program (Summer of Youth Artist Program), a five-week art training for local youth ages 12 to 18. During the program I work side by side with artists who are instructing the workshops. My responsibilities include assisting the instructors with their weekly lesson plans, budgeting for and distributing art supplies to each workshop, and assisting with the student evaluations and the end-of-program exhibition. I also provided hands-on support during Self Help Graphics & Art’s summer artwork exhibition, which serves as the main fundraising tool for the organization and an opportunity to sell and showcase SHG artists’ work from the previous year.

How did you find your internship?
Google: I specifically looked for art centers that catered to a Latino population.

What do you enjoy most about your internship?
I want to pursue an art career and my internship supervisor is very supportive of it. He allows me to work on projects alongside the students during their S.O.Y Artista workshops. I was also able to meet several Chicano artists who came into the office to drop off their prints or use the space to do artwork. When artists come over, my internship supervisor makes sure to introduce me and sometimes asks them to teach me some basic art techniques.

What do you find challenging?
One of my major responsibilities was assisting the S.O.Y Artista instructors with their silk screening, watercolor, printmaking, photography, and mixed media workshops. Several of these art mediums were completely new to me, but to make the correct supply orders for each class and to be of assistance, it was important for me to become familiar with a wide array of art materials and techniques.

What advice would you offer to someone who wants to make the most of an internship like yours?
Self Help Graphics recruits undergraduate students every year for the Getty Multicultural Summer Internship Program. The application deadline is in early May and more information can be found on their website. This intern will mostly work on the development and organization of Self Help Graphics & Art's print inventory. But if you are interested in art programming and working directly with youth, contact Joel Garcia, Director of Programs & Operations, and express your interest.

About the Organization
Self Help Graphics & Art (Boyle Heights, CA)

Incorporated in 1973, Self Help Graphics & Art is the leading non-profit visual arts center serving the predominantly Latino community of Los Angeles. Self Help Graphics' mission is to drive the creation of new work by Chicano and Latino artists through fine art printmaking and multiple visual art forms.
Small Army | www.smallarmy.net

- Catherine Armistead (Engineering Psychology, Studio Art - Dual Degree with SMFA, 2017)
- Creative Intern
- Full-time, 30 hours per week
- Unpaid

What do you do as an intern at this organization?
I shadow the design projects of the agency (website design, infographic, logo works) and sit in on concept meetings and conference calls.

How did you find your internship?
Referral from an SMFA professor

What do you enjoy most about your internship?
The agency is a really fun, engaging, busy place to work. Everyone is excited about their projects and there's a great balance of working hard but also laughing and having fun.

What do you find challenging?
As the only creative intern, there was a steep learning curve - but as a result I've gotten much better with the adobe suite and general design principles.

What advice would you offer to someone who wants to make the most of an internship like yours?
Reach out early in the school year and bring a hard copy of your portfolio to the interview. I interviewed in January for a summer internship.

About the Organization
Small Army
Boston, MA

We consider ourselves professional storytellers but the industry we reside in is called advertising. We don’t believe advertising works anymore and that building campaigns off of key messages is outdated. We believe that when a person receives over 3,000 messages a day that odds are, they’re not paying attention to you. We believe that marketing is about sharing stories and creating relationships. It’s about creating a conversation and arming people with the story about you that resonates with them. As a result, they want to share it with their friends. So we’re an ad agency but we’re really not. We have been sharpening our storytelling skills for confident brands since 2002. We are listed as one of the New England’s top ad agencies by the Boston Business Journal, and were recently recognized as one of Boston's top 10 small/hi-growth businesses by the Greater Boston Chamber of Commerce. We’re a full-service agency with about 30 employees, and do our thing at the historic Horticultural Hall in Boston (300 Massachusetts Avenue). We love hosting visitors, so come by to say "hi" and check out our space when you get a chance.
Jane Acker (Quantitative Economics, Philosophy, Dance, 2017)
Account Executive Intern/Account Assistant
Full-time, 50 hours per week
Paid

What do you do as an intern at this organization?
I manage over 150 projects by trafficking, contacting clients, briefing creatives, and tracking budgets and billing forecasts. I also created content for blogs and ran reports on Google Analytics for all social media clients. Other tasks included basic illustration and Photoshop use, photography, creation of pitch decks, attending client meetings, recruiting, and editing.

How did you find your internship?
Family referral

What do you enjoy most about your internship?
The small agency environment gave me exposure to both the delivery and client service side of marketing. There are hundreds of active projects with tight deadlines, and the team is very close, so it was both exciting and deeply rewarding to be needed and challenged daily.

What do you find challenging?
The internship was originally supposed to be part-time, so I was not prepared to be working more than 40 hours a week. It was an intense taste of the working world, where client interactions could be very challenging at times—client service requires true patience and humility.

What advice would you offer to someone who wants to make the most of an internship like yours?
Be organized, but you will make mistakes. The atmosphere is very supportive and casual (ping pong table, kegs, etc.), and they really live by the core values described below. Don't ask too many questions—just embrace the creative process. They are always looking for Web Design, Graphic Design, and Account Executive Interns, so I would recommend contacting Torque in March or April expressing interest in one of the positions.

About the Organization
Torque Digital
Chicago, IL

What we know is that we are curious listeners and discoverers. Good marketing, creative thinking and invention is built on a bedrock of insight. Marketing is anything but constant—we are agile practitioners, on our toes incorporating new information as we navigate the ever changing world for our clients. We are grace under pressure. When the going gets tough we bear down, keep our heads about us and enjoy the ride. Above all we are committed to delivering excellent work and extraordinary experiences for our clients. We are brave. We are bold. We believe in what we do.
Viacom | www.viacom.com

- Allie Kendall (English, Communications and Media Studies, 2016)
- Content & Program Enterprises Intern
- Full-time, 30-35 hours per week
- Paid

**What do you do as an intern at this organization?**
I prepare pitch sheets, correspond with international distributors, and research shows currently in production.

**How did you find your internship?**
Through the Viacom Careers site

**What do you enjoy most about your internship?**
I enjoy being able to work across all of the stations (MTV, VH1, CMT, MTV2, LOGO, Spike, TV Land) on both a national and an international level.

**What do you find challenging?**
The internship deals with a fair amount of legal affairs that I have had to pick up on without much knowledge of media laws.

**What advice would you offer to someone who wants to make the most of an internship like yours?**
Apply early and for multiple positions.

**About the Organization**
Viacom
New York, NY

Content and Program Enterprises facilitates and executes international distribution and license deals with third party companies for both Music & Entertainment Group series and specials. We manage international all aspects of international distribution deals including pitching, sourcing and delivering materials, and maintaining the catalogue of content. We work closely with department manager in servicing the needs of international clients on new deals and assist in pulling series information, press materials, ratings, marketing materials, etc. on series in development and production.