

Publishing Internship Programme 2018





Oxford University Press (OUP) is a department of the University of Oxford. It furthers the University's objective of excellence in research, scholarship, and education by publishing worldwide.

OUP is the world's largest university press with the widest global presence. It publishes in many countries, in more than 40 languages, and in a variety of formats—print and digital. OUP products cover an extremely broad academic and educational spectrum, and it aims to make content available to users in a format that suits them best.

In fulfilling the Press's objective to further research, scholarship and education, OUP India develops path-breaking digital and integrated learning solutions, while continuing to publish over 400 new books and revised editions every year. OUP India's publishing programme covers school courses, higher education texts, academic and reference works, titles of general interest, bilingual dictionaries, atlases, adult ELT materials, and digital and assessment products.

OUP India is committed to the continuous development of its publishing programmes, covering both print and digital, to meet the growing and varying learning needs of students, teachers, scholars, and general readers.

School Education Publishing Programme

Oxford University Press India is the leading publisher of educational material in the K–12 market. Its school publishing programme caters to the needs of all major school boards, and offers blended learning solutions for all subjects. These learning solutions include course-linked interactive and online resources, learning and assessment products, teacher trainings for professional development, and much more. With an outstanding range of support material for students and teachers, we remain an established market leader.

The school publishing programme offers exciting career options across six core departments (ELT, Mathematics, Science, Humanities & Social Sciences, Special Projects and Integrated Learning Solutions).



English Language Teaching (ELT)

OUP is the market leader in English Language Teaching in the K–12 segment. Its flagship courses such as *New Learning to Communicate*, *New Broadway* and *New Oxford Modern English* have had a profound impact on the teaching and learning of English in Indian schools.

Mathematics

Oxford University Press India has popular series of books for school children such as *New Enjoying Mathematics* and *New Guided Mathematics* for CBSE and ICSE boards, respectively. These well-structured courses engage children by providing simple explanations of topics, outlining the necessary connect between abstract mathematical concepts and real life, solved examples as well as practice questions and worksheets.

Science and Computer Science

Since Science and Computer Science are fields where the foundation of concepts must be sound, we are looking for interns who have good subject knowledge and excellent written English. Our series cater to the requirements of all educational boards such as the CBSE, ICSE, and various State boards. Some of our flagship courses are *New Science In Everyday Life* (Science) and *Keyboard* (Computer Science). Along with the teaching of fundamental concepts, these courses develop a range of scientific skills such as observation, classification, experimentation, sequencing and referencing.

Humanities and Social Sciences

What many people don't know is that the study of Humanities is vital to creating responsible and engaged citizens and thinkers. It leads us to engage our creative and critical thinking skills in understanding our cultural and ethical responsibilities and values better. The study of social sciences helps us in understanding the impact that science, technology and medicine has on society while broadening our intellectual foundation to create well-rounded academics, students and thinkers.

The Humanities & Social Sciences department publishes school books and digital content related to history, civics, geography, economics, environmental studies, general knowledge and value education.

In addition, this department also publishes atlases, of which the Oxford School Atlas is the best-known.

Special Projects

The Special Projects team works on many exciting projects across different subjects and boards such as pre-primary courses, integrated semester and term books, and customized editions.



Integrated Learning Solution

Oxford's Integrated Learning Solution, *Oxford Advantage*, provides schools with a comprehensive suite of educational materials and services, including curriculum content (both print and digital). It comes with an inbuilt Learning Management System which

comprises lesson plans, question banks, concept animations, a test generator, teacher training and professional development modules, and assessment tools for use in school and at home. The content for different subjects has been organized around a set of common themes. This allows for a cohesive learning experience across subjects. The programme supports teachers through Continuous Professional Development, helping them understand the approach of the product, the highlights of the programme and its usage. Later, these sessions help teachers with product query resolution and provide them with training on pedagogy and strategies.

Higher Education, Trade, & Professional Learning Publishing Programme

Higher Education, Trade, & Professional Learning team covers three core verticals-- Higher Education, Trade, and Professional learning.

Higher Education programme caters to the needs of undergraduate engineering students of various universities across the country with books in almost all disciplines. It also publishes books for undergraduate hotel management and postgraduate business management students. The published books are amply supported with a wide range of online resources, both for faculty and

students. These include solutions manual, PowerPoint slides, multiple choice questions, additional problems and solutions, model question papers, and so on.

The Dictionaries, Adult ELT, and Anthologies department is committed to creating digital and print products for college students, professionals, examination aspirants and general readers. As a part of this department, you will work on new and innovative projects committed to making English accessible to all adults.

Higher Education

The Higher Education division publishes textbooks in the key disciplines of engineering, computer science, business, hospitality, and commerce. Texts are developed keeping in mind student requirements balancing theory and practice with examples, cases, and illustrations that add value to the content. The books are supported with ancillary material that aid faculty in teaching and assessment and provide students additional questions and reading material.

All the books are published after extensive market research (syllabi & competition comparisons), and a systematic development process which calls for plagiarism checks, peer reviews, taking requisite permissions, copyediting and proof reading.

Dictionaries

Oxford University Press is renowned the world over for providing reliable, evidence-based and up-to-date dictionaries. In India, we make high quality bilingual dictionaries to make English more accessible to all kinds of users. We have

worked with various Indian languages and for us, every word's history, its usage and its relationship to other languages is important.

Anthologies

The Anthologies team creates and revise textbooks and references for students and academicians. These are carefully curated collections of plays, prose and poetry written by world renowned authors such as Girish Karnad and Jim Corbett. These books contain notes, summaries and glossaries to make even the most complex texts comprehensible and enjoyable for all readers, young and old.

English Language Teaching for Adults

We are committed to creating a variety of print and online learning solutions for adult learners – such as grammar, vocabulary, test preparation, language skills (listening, speaking, reading and writing), teacher education, English for specific purposes and professional development – which help in language skill enhancement and have direct impact on people's goals and aspirations.

OUP India Publishing Internship Programme

Our Internship Programme can be your gateway to building a career in publishing. It offers the opportunity to work with one of the world's best academic publishing houses and understand what goes into making a book.

Interns will be given exposure to the processes of publishing such as commissioning, developing a manuscript, copy-editing and proofreading as well as ancillary tasks such as picture research, creating illustrator briefs, designing layouts and covers, and creating cast-offs. Helping out with a live project is something you can look forward to.

The internship programme spans eight weeks from April–June.

What We Are Looking For

We have openings for interns in our editorial department in Noida, Kolkata and Chennai.

The ideal candidate should have the following traits:

- Master's in respective subjects
- Good academic record
- An eye for detail
- Good communication skills
- Good language skills
- An interest in the teaching–learning process
- a flair for writing would be an added advantage.

Job Responsibilities

- Develop and edit content that is subject specific
- Liaison with freelancers and external vendors for content and book layout
- Proofreading
- Check for factual accuracy
- Create solutions to exercises
- Work on creating and checking lesson plans
- Create photo logs and illustration briefs
- Create questions in the form of worksheets, assignments and assessments
- prepare syllabi mapping

Mentor(s)/Guide(s)

Experienced senior editors in commissioning, development, and copy-editing.

Application Process and Next Steps

The application and selection process has three stages: 1. Application; 2. Editorial test; 3. Interview; 4. Selection

Application

Please email the following documents to wevaluetalent@oup.com latest by 23rd March 2018.

1. Your CV
2. A covering letter explaining why you are interested in an internship at OUP and the department in which you are interested in interning. Applications not indicating the department may not be considered.

We prefer soft copy applications. However, if you wish to send a hard copy, please post it to:

Payal Arora

Oxford University Press
12th Floor, World Trade Tower,
C-1, Sector 16, Main DND Road,
Rajnigandha Chowk, Noida 201301

The selection committee will go through the applications received and candidates eligible for the test will be informed via email.

Editorial Test

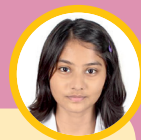
Eligible candidates will be called for an editorial test at the OUPI office.

Interview

Interview will take place either in person or via Skype.

Selection

The candidates who are selected for the internship programme will be informed through email.



Atishyopma Choudhary

Learning and Assessment

'I worked with Oxford University Press as an intern in the summer of 2016 in the Learning and Assessment Department. I had a really great experience as the working environment was extremely comfortable and friendly, and new ideas were always appreciated. Alongside, I acquired new skill sets like MySQL while working on the database of the OUP Math website. I learnt a lot and this will definitely help me in the future.'



Ankita Singh

English Language Teaching

'My work with ELT primarily included editorial work that included reviewing school textbooks and giving feedback. I also organised the ELT photo bank by tagging and categorizing the illustrations from a large database. I spent a lot of productive time at OUP. The experience has given me an insight into how the publishing industry works as a whole, and has enabled me to learn.'



Zoe Daruwalla

Commissioning Intern

'Some of my key learnings from the job were understanding the workings of an academic publishing house, and the process of commissioning an academic book proposal on a variety of subjects. I had an incredible experience.'



Ankana Saha

Editorial Intern

'I was given the opportunity to handle entire projects from the beginning to the end. I learnt how to work under tight deadlines and gained hands-on experience in all the editorial processes involved in academic publishing.'

Application Timeline

Feb - March 2018

Application opens for 2018 internship programme

March 2018

Interview & selection process

April - May 2018

Internship begins

Need More Information?

If you have any questions, please do not hesitate to contact us at wevaluetalent@oup.com

You could also call us at +91 (0120) 4512408.

www.india.oup.com