



Missouri Press Foundation

Missouri Press Foundation Newspaper Internship Program APPLICATION FORM

Missouri Press Foundation (MPF) is offering Missouri newspapers the opportunity to host a summer intern for 4, 6 or 8 weeks. Amounts papers will receive are variable based on need. The newspaper uses these funds, *and its own*, to pay its summer intern. All grants are based upon a 40-hour work week for the intern. If another work schedule is implemented, the grant will be based upon the anticipated work schedule. Internship application forms will be reviewed for approval by a committee of Missouri Press members.

Interns eligible for this program must be students enrolled in an accredited post-secondary academic, professional, or vocational school. They may work as newspaper reporters, editors, photographers, designers, advertising representatives or web site editors/reporters, according to jobs being offered by the participating newspapers.

If your newspaper is interested in hosting an intern, please complete this application form and return it to MPF, 802 Locust St., Columbia, MO 65201. **Applications for the Internship Grants Program must be received on or before April 15.**

For questions, please contact Michael Harper at 573-449-4167 ext. 303 or email jmharper@socket.net

By submitting this form, your newspaper is not guaranteed a grant.

Newspaper: _____

Circulation: _____ Staff size: _____

Do you plan to offer internships in addition to this one this year? Yes ___ No ___

(If yes, how many and in what department(s)?) _____

Type of internship sought (Please check one): Reporter ___ Photographer ___ Copy editor/Page designer ___

Advertising sales ___ Ad designer ___ Website editor/writer ___ Other (please specify) _____

Employment period and dates: ___ 4-week internship ___ 6-week ___ 8-week

Amount requested for funding: _____

From ___/___/___ to ___/___/___ Work schedule: _____ hours per week

Missouri Press Foundation Internship Matching Grant Program Application Form

What special training and experience could your newspaper provide for an intern?

How would having an internship benefit your newspaper?

What supervision would this intern receive while at your newspaper? (Who would be the intern's supervisor?
How often, and in what manner, would the intern's performance be evaluated?)

Who is the contact person at your newspaper for this internship: _____

Please provide an email address for newspaper contact person: _____

Interns are to be considered employees of the participating newspaper, and are subject to the newspaper's work policies and standards of performance.

IMPORTANT: The newspaper is responsible for hiring the summer intern and negotiating his/her wages and any other remuneration.

Signature of newspaper publisher: _____

Date: _____

**Application (postmark) deadline,
April 15**



TO: Interested Students
FROM: Missouri Press Foundation
RE: MPF Internship Matching Grants Program

This grants program is limited to interns attending a Missouri university, college or other training program. Contact the newspapers listed, and mention you are interested in applying for a Missouri Press Foundation summer internship.

FOUNDATION GRANTS PROGRAM

The Missouri Press Foundation is continuing its Internship Grants Program to help train tomorrow's professionals by providing grants to support internships at Missouri Press Association member newspapers.

THE NEWSPAPER'S OBLIGATION

Newspapers on the accompanying list agree to host an intern.

Students may apply for internships for four weeks, six weeks, or eight weeks.

Newspapers will hire the interns and negotiate their wages.

SELECTING INTERNS

Interns eligible for this program must be students enrolled in an accredited post-secondary academic, professional, or vocational newspaper journalism program in Missouri. They may work as newspaper reporters, editors, photographers, designers, advertising representatives or web site editors/reporters, according to jobs being offered by the participating newspapers.

In addition to earning a salary, interns may receive institutional credit, if their schools allow it. Interns are responsible for arranging credit. Newspapers are responsible for hiring the interns. Potential interns should contact the newspapers listed.

IMPORTANT: Identify yourself as seeking a Missouri Press Foundation summer internship.

This grant program is limited to interns attending a university, college or other training program in Missouri. Relatives of a selected newspaper's owners or employees are prohibited from benefiting from the MPF internship grants program.

OTHER REQUIREMENTS, RESTRICTIONS:

At the end of internships, **host newspapers and interns must complete an evaluation form** and submit it to MPF.