



# 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 Missouri Press Foundation committee.

Interns eligible for this program must be students enrolled in an accredited post-secondary academic institution or a professional/vocational newspaper journalism program. 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 20.**

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For questions, please contact Michael Harper at 573-449-4167 ext. 303 or at mharper@mopress.com

**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 deadline (postmarked),  
April 20**

# Missouri Press Foundation Internship Program

## Intern Information Form

Name of the Newspaper: \_\_\_\_\_

Publisher or Supervisor: \_\_\_\_\_

Intern's Name: \_\_\_\_\_

Intern's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Intern's Contact Phone Number: \_\_\_\_\_

Intern's Email Address: \_\_\_\_\_

Start Date of Internship: \_\_\_\_\_ End Date: \_\_\_\_\_

Number of hours per week? \_\_\_\_\_

College Enrolled: \_\_\_\_\_

Degree Program: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Please complete form and return to:

**Missouri Press Foundation  
802 Locust Street  
Columbia, MO 65201**

**By email: mharper@mopress.com, or by fax to (573) 874-5894**

Please note:

This form must be returned prior to payment from Missouri Press Foundation. All grants will be paid directly to the Newspaper.



# Missouri Press Foundation

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

**This grants program is limited to interns attending a 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.