

Internship Matching Grants Program Application Form -- 2012

Missouri Press Foundation (MPF) is offering Missouri newspapers the opportunity to host interns in the summer of 2012 for 4, 6 or 8 weeks. For a 4-week internship, the Foundation will send the newspaper \$500. For a 6-week internship, the Foundation will send the newspaper \$750. A newspaper providing an 8-week internship will receive \$1,000 from the Foundation. The newspaper uses these funds and its own to pay its summer intern. A Missouri Press Foundation committee will review internship applications and approve requests. Up to 8 summer internships are available. All grants are based upon a 40-hour work week for the intern. If another work schedule is implemented, MPF will review the grant amount on a case-by-case basis and the grant will be based upon the anticipated work schedule.

If your newspaper is interested in hosting an intern, please complete this application form and return it to the Missouri Press Foundation, 802 Locust St., Columbia, MO 65201. **Applications for the Internship Grants Program must be received on or before Friday, March 30, 2012.** If you have questions about the application form, or the program, please contact Doug Crews at 573-449-4167.

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.

Up to 8 internships will be funded this year.

By submitting this form, your newspaper is not guaranteed an intern. Preference will be given to newspapers that have supported the Missouri Press Foundation.

Return this form to the Foundation.

Newspaper: _____

Circulation: _____

Staff size: _____

Do you plan to offer internships in addition to this one this year?

Yes___ (If so, how many and in what department(s)?) _____ No___

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

From ___/___/___ to ___/___/___

Work schedule: _____ hours per week

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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,
Friday, March 30, 2012**

The Missouri Press Foundation is continuing a grants program for newspaper interns.

Are you interested in working for a Missouri newspaper as a 2012 summer intern?

Review this material, and contact the newspapers listed.

Interviews and hiring are done by the newspapers.

TO: Interested Students

FROM: Missouri Press Foundation

RE: 2012 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 say 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 of 4-weeks to 8-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 grants 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 provided by the MPF, and submit it to the Missouri Press office.

**Missouri Press Foundation
2012 Summer Internship Program**

Attn: Publisher

Please review the enclosed items:

(1) If you have hired a summer intern, please fill out and return the "Intern Information Form" so Missouri Press can process payment to your intern. Missouri Press must have the completed form before a check will be cut.

(2) Enclosed are evaluation forms -- one to be filled out by the intern and one to be filled out by the newspaper/supervisor. Please make sure the forms are completed and returned to Missouri Press at the end of the internship period.

(3) If you originally signed up for the internship program but have decided not to pursue hiring an intern this summer, please let us know.

Thanks!