



## NEPMCC INTERNSHIP SUBSIDY PROGRAM

### Publishers:

- Outlets must be Voting NEPMCC members in good standing.
- Outlets must hire a full-time or part-time intern for a three to six month period. Flex interns must complete their internship within one year.
- Outlets may apply for one-time extensions when funding permits.
- Outlets must pay their full- or part-time intern at least minimum wage for the full term of the internship. We encourage participating members to nurture new talent by contributing more than minimum wage.
- Outlets must provide a staff supervisor or mentor for the intern.
- Preference will be given to members that have not previously used this program.

### Interns:

- Interns must be enrolled in or recent graduates of a journalism, professional writing, electronic publishing, communications, design, business, information design or a comparable program at an accredited post-secondary institution. Interns may be accepted up to three years after graduation.
- Interns must be available for the duration of the internship applied for.
- Interns must not have participated in a NEPMCC-subsidized internship before.

## GUIDELINES

Thank you for your interest in the NEPMCC Internship Program. The program is intended to help emerging media professionals gain knowledge and experience in the journalism industry, while providing NEPMCC members with skilled, enthusiastic employees at a subsidized rate. **There is no application deadline.** Applications are approved on a first-come, first-serve basis; approvals are dependent on available funding.

## HOW TO APPLY

1. Interested potential interns should apply directly to the member outlet they wish to work for.
2. The outlet hires an intern and appoints an intern supervisor to act as a mentor.
3. The intern supervisor and intern jointly complete the NEPMCC Internship Subsidy application form and the supervisor submits it to NEPMCC, along with all required attachments.
4. Provided all requirements are met and funding is available, NEPMCC approves the application and sends a contract letter to the supervisor and intern.
5. The supervisor and intern read and sign the contract letter and return it to NEPMCC. Reimbursement from NEPMCC cannot take place without this contract agreement.
6. The intern provides a monthly timesheet to NEPMCC, on or before the last day of each month. The intern must also provide a copy of his/her payment from the outlet.
7. Upon completion of the internship the supervisor and intern each complete and submit evaluation forms (provided by NEPMCC).

## FLEX INTERNSHIPS

Recognizing that some small publishers do not necessarily have the resources, staff or frequency of publication to support a full- or part-time intern, NEPMCC created a flex internship category. Unlike full and part-time internships, there is no 3 to 6 month time requirement **and no minimum wage requirement**. Interns in this category generally work fewer than 15 hours a week, and must complete their internship within one year. They are paid directly and receive a one-time \$600 honorarium upon completion of 160 hours.

Although regular office hours and an office setting are not a requirement, publishers must provide adequate supervision and mentoring to the intern throughout the internship, through clear directions, goal-setting, performance assessments

NEPMCC – Internship Program Guidelines Page 1

and learning opportunities. Evidence that this is not occurring will result in the publisher becoming ineligible and we will cease the internship.

### **FUNDING RESTRICTIONS: FULL AND PART-TIME INTERNSHIPS**

- NEPMCC will provide one payment to the publisher upon completion of the internship and receipt of evaluation forms; payments are made to the publisher, not the interns. (Mid-internship payment can be arranged through NEPMCC.)
- NEPMCC may fund up to two interns per member publication at a time, at a reduced funding amount per intern. The publisher must still meet minimum wage requirements for both interns. Second intern support is based on funding availability, and second interns are given lowest priority for approval.
- Should an intern receive less than minimum wage, the contract between NEPMCC and the outlet will be terminated, and no payments will be reimbursed by NEPMCC.
- Preference will be given to outlets that have not yet benefited from the program.