

Internship Program Guidelines

Thank you for your interest in the AMPA Internship Program. The program is intended to help emerging magazine professionals gain new knowledge and experience in the magazine publishing industry *at a living wage*, while providing magazine publishers with skilled, enthusiastic employees at a subsidized rate.

There is no application deadline. Applications are approved on a first come, first served basis, dependent on available funding.

Eligibility for Participation

For Publishers

- Magazines must be Voting AMPA members in good standing.
- Magazines must hire an intern for no less than three months and no more than six.
- Magazines must pay their intern **at least minimum wage** for the full term of the internship. (As of April 2009, this works out to a \$1408 per month contribution by the publisher—based on a 40 hour work week. \$500—based on a 40 hour work week or otherwise calculated proportionally—will be reimbursed *to the publisher* by AMPA after the completion of the internship.) We strongly encourage participating members to nurture new talent by contributing more than minimum wage.
- Magazines must provide a full time internal mentor for the intern.
- Preference will be given to magazines offering full time work (35 – 40 hours per week).
- Preference will be given to magazines who have not previously used this program.

For Interns

- Interns must be enrolled in or recent graduates of Journalism, Professional Writing, Electronic Publishing, Communications, Design, Business or a comparable program in an accredited post-secondary institution. Interns may be accepted up to three years after graduation.
- Interns must be available for a period of three to six months.
- Interns must not have participated in an AMPA-subsidized internship before.

How to Apply

1. Interested potential interns apply directly to the magazine(s) they wish to work for.
2. The magazine hires an intern and appoints an intern supervisor to act as a full time mentor.

3. The intern supervisor and intern jointly complete the application form and the supervisor submits it to AMPA, along with all required attachments.
4. Provided all requirements are met and funding is available, AMPA 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 AMPA. Reimbursement from AMPA cannot take place without this contract agreement.
6. The intern provides a monthly timesheet to AMPA, signed by the supervisor, on or before the last day of each month. The intern must also provide a copy of his/her first paycheck from the magazine; subsequent paycheques are not required.
7. The supervisor and intern each complete and submit evaluation forms (provided by AMPA). The publisher will not receive reimbursement until BOTH evaluation forms have been received.

Funding Restrictions

- AMPA will provide one payment based on \$500 per month (for a 40 hour work week) to the publisher upon completion of the internship and receipt of evaluation forms; **NO PAYMENTS WILL BE MADE DIRECTLY TO INTERNS.** (There is a possibility of mid-internship payment if cash flow is an issue.)
- AMPA may fund up to two interns per member publication at a time. In this case, support from AMPA is \$400/month/intern with a total contribution per month of \$800. The publisher must meet minimum wage requirements for both interns to qualify. Second intern support is based on funding availability, and second interns are given lowest priority.
- Should a magazine's contribution work out to below minimum wage, the contract between AMPA and the magazine will be terminated, and no payments will be reimbursed by AMPA.
- Preference will be given to magazines that have not yet benefited from the program.
- All intern support is dependent on government funding, and therefore, **NOT GUARANTEED.** At no time should a publisher hire an intern that they cannot support at minimum wage on their own.