



Missouri Press  
Foundation

# Summer 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 website 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 the 3rd Monday in April.**

For questions, please contact Chad Stebbins at 573-449-4167 ext. 308 or at [cstebbins@mopress.com](mailto:cstebbins@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

From \_\_\_\_\_ to \_\_\_\_\_ Work schedule: \_\_\_\_\_ hours per week

Amount requested for funding: \_\_\_\_\_



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

How would having an intern 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 standard of performance.*

**IMPORTANT:** The newspaper is responsible for hiring the summer intern and negotiating the interns wages and any other remuneration.

Signature of newspaper publisher or editor: \_\_\_\_\_ Date: \_\_\_\_\_

**Applications Deadline is the 3rd Monday in April.**