

# **Georgia Press Educational Foundation Billy Watson Internship Program**

## **Host Newspaper Application**

In the last 22 years, Georgia Press Educational Foundation has provided funding for more than 150 newspapers to hire student interns. Today, the program continues to offer eight-week internship grants to newspapers to hire students interested in any phase of newspaper production, including advertising, editorial, circulation/marketing, online publishing and pre-press production.

The internship program provides students with actual newspaper experience while reinforcing their scholastic training with a goal of convincing interns to pursue a career in the newspaper industry. Most interns credit the program with giving them a perspective of the newspaper business that they could not have gleaned from the classroom alone.

Internships are awarded to publications that are members of Georgia Press Association. Newspapers that are awarded internship grants are responsible for the hiring of student interns and may choose from their own candidates or from candidates applying for internships through Georgia Press Educational Foundation.

## **GPEF Internship Mentors**

The goal of the GPEF Billy Watson Internship Program is to attract students to the newspaper industry and encourage them to make it their career choice. GPEF believes that to achieve this goal, it is important that the work of interns is valued and that they build relationships with experienced journalists/managers during their internships.

Therefore, GPEF hopes each newspaper working with an intern will seek to pair the intern with a mentor, such as an editor or senior reporter for an editorial intern, who can also be (but doesn't have to be) the intern's immediate supervisor.

Mentors should try to provide the intern with support getting acclimated to their job duties and the newsroom environment by explaining job expectations and routines. For example, editorial mentors can guide interns on location of AP Stylebooks, provide a list of important news source contacts (such as the sheriff's office, commissioners, school board members), suggest convenient lunch places and even take the intern to lunch on occasion when time and work schedules permit.

Ideally, mentors and supervisors will be able to provide critiques of the intern's work and suggest ways for improvement and may even allow the intern to shadow them initially.

The board of trustees of GPEF recognizes the importance of valuing the work of interns and providing them with guidance and feedback. The ability of the newspaper to provide this atmosphere will be one of the criteria that GPEF will use to award internship grants.

**To apply for an internship, continue on next page**

# Georgia Press Educational Foundation

## Internship Program

### Host Newspaper Application

To be considered for an internship grant, mail or fax this application to GPA before the March 1 deadline.

For Office Use Only		
_____	Date Received	
Previous GPEF Host:	Y	N
SWC:	Y	N
Grant	Y	N

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### Newspaper Profile

Newspaper: \_\_\_\_\_ Participant in Statewide Classified Program? Yes No

Address: \_\_\_\_\_ City, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_

Immed. Supervisor email: \_\_\_\_\_ Year Established: \_\_\_\_\_

#### Key Personnel:

Publisher/General Manager: \_\_\_\_\_

Editor/Managing Editor: \_\_\_\_\_

Advertising Manager: \_\_\_\_\_

Total number of staff members:    \_\_\_\_\_ Editorial    \_\_\_\_\_ Advertising    \_\_\_\_\_ Photography    \_\_\_\_\_ Other

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**Intern Preference** (If you are interested in applying for an intern in more than one area, e.g. an editorial intern and an advertising intern, please make separate applications by making a copy of this form.)

Circle one:    Editorial       Advertising       Photography       Circulation       Digital

Have you already selected an intern to use for this program?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

Will you need our assistance in locating an intern?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

If you desire an editorial intern, is there a special area of expertise (such as sports, features, human interest, or hard news) that you prefer? \_\_\_\_\_

Will your newspaper supply a camera to a photography intern?    \_\_\_\_\_ YES    \_\_\_\_\_ NO

Duties of the intern (or attached job description): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To what extent will the intern be supervised? \_\_\_\_\_

\_\_\_\_\_

Intern's immediate supervisor/mentor at newspaper (name and title): \_\_\_\_\_

\_\_\_\_\_

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## About Your Publication

Describe some outstanding characteristics of your community and newspaper: \_\_\_\_\_

\_\_\_\_\_

Type of computer intern will use at your newspaper: \_\_\_\_\_

Do you require that a student already be trained or familiar with this equipment?  YES  NO

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## Internship History

Has your newspaper ever hosted a college intern?  YES  NO

If yes, please indicate the year(s): \_\_\_\_\_

Has your newspaper ever received a GPEF intern grant?  YES  NO

If yes, please indicate the year(s): \_\_\_\_\_

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## The Agreement

In applying as a host newspaper, your newspaper agrees to the following conditions:

- \* Interview intern applicants and select an intern.
- \* Apply all funds received from the Georgia Press Educational Foundation to the salary of the student intern.
- \* Provide travel-related expenses from the newspaper's own funds, not from the GPEF funds.
- \* Pay all local income taxes, Social Security and worker's compensation costs.
- \* Provide GPEF with a regular payroll schedule showing that the student intern was paid as required by the policies and procedures and host newspapers paid their portion where applicable.
- \* All appropriate paperwork must be submitted to GPEF at the published intervals to be issued grant payment. GPEF checks will be withheld until all necessary documents have been submitted.
- \* Should the intern's employment end any time prior to the scheduled eight-week period, all remaining GPEF funds will be returned to Georgia Press Educational Foundation, Inc.
- \* Provide the intern with a designated supervisor/mentor (see attached description) who will provide regular guidance to the intern on the specifics of the required job duties and regular critiques on their work performance and products, including photos, stories, interviews and other assignments.

(Newspaper Name) \_\_\_\_\_ hereby agrees to accept the terms and conditions of the internship program stated above if selected to receive an internship grant from the Georgia Press Educational Foundation, Inc.

Publishers Signature \_\_\_\_\_ Date \_\_\_\_\_

Please fax (770.454.6778) or mail to: Internships, Georgia Press Educational Foundation, 3066 Mercer University Drive, Suite 200, Atlanta, Georgia 30341-4137. If you have any questions, please call (770) 454-6776 or email [sireland@gapress.org](mailto:sireland@gapress.org).