

Publishers

Eligibility

AWNA Member newspapers in good standing are all eligible to apply to be a Host Newspaper.

How does this work?

Submit an application to be considered for the program; the host newspapers will then be selected by lottery. If chosen, each host newspaper will be supplied candidate application profiles by the AWNA in conjunction with the C.A. MacLean Foundation committee. You will then review these profiles, interview the potential candidates and offer the internship position to the one you feel will have the best fit with your newspaper. We are also open to allowing the host newspaper to seek out and include a local candidate they may feel is qualified for the intern position as well, outside of any profiles forwarded by AWNA for consideration. For an outside 'applicant' eligible to be included in the program, all other parameters of the program (wage, length of internship, etc.) will be required to be followed.

A candidate must be identified to the AWNA before funds will be approved for the summer program. The internship cost will be split 50/50 between the host newspaper and AWNA; the host newspaper is responsible for any applicable income taxes and work related expenses, and the AWNA will contribute funding of \$3500 (based on \$20/hour for 35 hours per week over 10 week term). These funds will be paid to the host newspaper at the conclusion of the internship, once the completion form is submitted and approved.

What to prepare for the intern?

- Assist in securing accommodation for the intern during their internship period
- Provide the intern with a "Welcome Package", including:
 - » Welcome letter from the newspaper publisher
 - » Information about the town and surrounding area: local attractions, what to do in the area, etc.
 - » Period of internship and work hours
 - » Salary information
 - » Information about the newspaper and what tasks they can look forward to participating in, along with expectations of the intern
 - » Code of conduct and policies
 - » Accommodation information

News Media Internship Program

Learn by Doing

A ten-week internship sponsored by the C.A. Maclean Foundation is an invaluable opportunity. Learn first-hand the importance of community journalism; work alongside the editors, reporters and photographers of the community newspapers in Alberta or Northwest Territories.

Plus join the association members for their annual symposium - a day of educational sessions, with internationally acclaimed speakers - and awards banquet in late spring



Download the application form
www.awna.com/camaclean

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C.A. MacLean Foundation
(subsidiary of the Alberta Weekly Newspapers Association)

News Media Internship Program

Accepting Applications Now





News Media Internship Program

The C.A. MacLean Foundation is sponsoring ten-week (minimum) internships. The internship program will allow successful applicants to learn first-hand the importance of community journalism, having them work alongside the editors, reporters and photographers of the community newspapers in Alberta or Northwest Territories.

All AWNA member newspapers in good standing are eligible to apply to participate in the internship program, with six newspapers being chosen by lottery to host an intern. Applications received will be reviewed and distributed to those host newspapers, who will then further review and conduct interviews and make their selection..

Guidelines and expectations:

- This is a minimum 10-week program
- The actual starting date will be determined by the participating newspaper and their chosen intern
- Community Newspapers do not work on a Nine-to-Five workday; interns should anticipate to work some evenings and weekends during the internship.
- All terms and conditions pertaining to the internship will be discussed between the host newspaper and selected intern prior to the internship period commencing.
- The interns are to document their experiences with the community newspaper as a side project.
- The newspaper will provide their intern with information regarding:
 - » Duties during internship
 - » Salary information
 - » Accommodation information
 - » General expectations of the intern

Download the application form:
www.awna.com/camaclean

FAQ

How is the \$3500 funding allocated?

The funding amount is based on \$20/hour (based on a 35 hour work week) over a ten-week internship. These funds are paid to the host newspaper after the internship has concluded and the completion forms and supplemental documents have been submitted and approved. The intent for the funds is to reimburse the host newspaper 50% of the intern's salary.

Why was the salary rate of \$20/hour chosen for this program?

While the total wage for the intern is \$20/hour (based on a 35 hour work week) over a ten-week internship, the C.A. MacLean Foundation does subsidize 50% of that cost, leaving the host newspaper to cover \$10/hour. This pay rate had been decided on by the committee based on research from other programs and publications who offer internships on their own; it had been determined that, in today's climate, a higher pay rate would be required to make an internship in a community newspaper in Alberta, especially those in more remote areas, more attractive to applicants.

Am I required to pay that salary amount to my intern?

You must fulfill a salary that would amount to the total wage of \$7000 over the internship period. Our calculation was based on \$20/hour (based on a 35 hour work week) over a ten-week period (350 hours total). If you choose to extend the internship period over a greater allocation of hours, you could alter your per hour wage accordingly. For example, for a 450 hour period you could pay a \$15.56/hour wage. For any alterations to the original ten-week schedule, notification would need to be provided to the committee; this would also need to be addressed and agreed upon with the intern prior to selection.

Do I have to provide the intern with accommodation? Am I required to pay for their accommodation during their stay?

We cannot mandate the host newspapers to do anything outside of our requirements as stated in the program guidelines, but we do encourage them to help the interns to secure accommodation and provide other helpful information for the duration of their stay. The host newspaper is expected to help their intern find accommodation for the duration of their stay; whether they be billeted with someone or rent their own place, that will be something you will need to determine and discuss with the candidates. The expense is also something that is determined by each host newspaper; some may choose to cover the cost or subsidize a portion, it is something that must be discussed with your candidates and may factor into whom you choose based on their expectations/needs.

Do we have to host the intern specifically for the 10-week period noted?

10-weeks is the minimum period of the internship program; the host newspaper however can decide if they would like to extend



the timeframe of the internship, but there will be no additional funds outside of the \$3500 being contributed for an extension.

Do we have to choose an intern from the supplied profiles from AWNA?

We encourage the host newspaper to review all profiles that are distributed for consideration, but we are also open to allowing the host newspaper to seek out and include a local candidate they may feel is qualified for the intern position as well. For these 'outside' candidates to be included in the program, all other parameters of the program (wage, length of internship, etc.) would be required to be followed..

What do we need to provide reporting wise in order to fulfill our obligations to receive the funding?

Upon acceptance as a host newspaper, you will be provided with the Completion Form document that must be filled out and submitted within 30 days of the conclusion of the internship. You must also include proof of payment for the participant (ex. pay stubs) along with the form submission. So long as everything meets the requirements, the funds will be provided to your newspaper within 30 days of receipt of the forms.

What if a suitable candidate cannot be secured from the profiles sent by AWNA?

If for some reason you are not able to secure an internship candidate based on the profiles forwarded by AWNA (for example due to your newspaper location), we will allow you to open up the internship to any local candidate. This local candidate is not required to be a currently enrolled student, although preference should be given to students where applicable. The 10-week internship does not have to be limited to the summer months, but **MUST** be concluded by September 30, 2019 for reporting purposes.