

OKLAHOMA NEWSPAPER FOUNDATION INTERNSHIP PROGRAM

Host Newspaper Application

Application Postmark Deadline: January 13, 2012

Download application form at <http://www.okpress.com/internships>

The Oklahoma Newspaper Foundation, an OPA affiliate, is a non-profit organization that serves to improve journalism education in Oklahoma. ONF will award funding for **18 PAID INTERNSHIPS** at OPA member newspapers for eight weeks in summer 2012. Preference will be given to newspapers that offer both print and multimedia training and experience. Each of the selected newspapers will have the option of hiring an intern from the student applications submitted to ONF or finding an eligible intern through its own hiring process.

Student applicants must be: a) enrolled in a college or university, b) majoring in journalism, advertising or an equivalent degree program, c) enrolled full time as a sophomore, junior or senior for the 2011-12 academic year, and d) demonstrating a career commitment to newspaper journalism.

Funding is provided with the assistance of the Ethics and Excellence in Journalism Foundation.

CONTACT INFORMATION

Newspaper: _____

Publisher/GM Name: _____ E-mail: _____

Supervisor of Intern: _____ Title: _____

Supervisor Phone #: (_____) _____ E-mail: _____

INTERNSHIP DESCRIPTION

Type of experience the student intern will receive: *(check all that apply)*:

Reporting Photography Layout/Design Advertising Multimedia Journalism

Does your newspaper have a website? Yes No

If yes, provide the URL: WWW. _____

Which of the following multimedia would your intern have the opportunity to work on? *(check all that apply)*

Video Website Design Blog Online Advertising Other: _____

Do you currently use (or want to begin using) any of the following online methods to promote your newspaper?

Facebook Twitter Blog Other: _____

Has your newspaper previously hosted an ONF intern? Yes No

If "yes," please indicate the year(s): _____

Has your newspaper previously hosted a college intern outside of the ONF program? Yes No

If "yes," please indicate the type of internship(s) and year(s): _____

Internship Agreement continued on back

Type of computer and software the intern will be using: _____

If applying for a Photography intern, will your newspaper furnish the equipment? Yes No

NEWSPAPER SUMMARY:

Please answer the following questions in a written statement (**500 word limit**) and attach it to your application or e-mail it to Lpotts@okpress.com.

- Describe your newspaper (staff size, achievements, etc.).
- Describe the intern's job responsibilities.
- What special training and experience can your newspaper provide to an intern?

AGREEMENT

In applying as a host newspaper for an Oklahoma Newspaper Foundation intern, your newspaper agrees to the following conditions if selected:

- Apply all funds received from the Oklahoma Newspaper Foundation to the salary of the student intern at a rate of \$8.50 per hour (gross). A sum of \$2,720 (320 hours x \$8.50/hr) will be paid to the newspaper at the beginning of the internship period. The newspaper has the option of paying a student intern a higher salary from its own funds.
- Remit all payroll taxes and pay the employer's portion where applicable.
- Pay any travel-related expenses (if required) from the newspaper's own funds, not ONF funds.
- At the conclusion of the internship period, provide ONF with a payroll report showing that the student intern was paid as required by the policies and procedures.
- Should the intern's employment end any time prior to the scheduled eight-week period, notify ONF immediately and return all remaining funds to ONF.

(Newspaper Name) _____ hereby agrees to accept the terms and conditions of the Oklahoma Newspaper Foundation Internship Program as stated above.

Publisher's Signature _____ Date _____

Postmark Deadline: January 13, 2012

**Mail application to: Internship Program, Oklahoma Newspaper Foundation
3601 N. Lincoln Blvd., Oklahoma City, OK 73105**

or FAX to ONF: (405) 499-0048

If you have any questions about this application or the Internships Program, please contact ONF at (405) 499-0026 or 1-888-815-2672 (toll-free in Okla.), or e-mail Lpotts@okpress.com.