

# OKLAHOMA NEWSPAPER FOUNDATION INTERNSHIP PROGRAM

## Host Newspaper Application

Application Postmark/Email Deadline: January 11, 2019

PDF application form available 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 paid internship funding for newspapers to hire students to work 280 hours in summer 2019. The funding will support:

### **17 journalism/news internships AND at least one advertising internship.**

Preference will be given to newspapers that offer both print and multimedia/online 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 U.S. 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 2018-19 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 Internship at your Newspaper (*check one*):  Journalism

\* *Submit separate applications & summaries*

*if applying for both types of internship.*

Advertising

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: \_\_\_\_\_

*Internship Application continued on back*

**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 [Lsutliff@okpress.com](mailto:Lsutliff@okpress.com).

- 1) Describe your newspaper (staff size, achievements, etc.).
- 2) Describe the intern's job responsibilities.
- 3) 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 \$10 per hour (gross). A sum of \$2,800 (280 hours x \$10/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.
- Should the intern's employment end prior to earning the entire \$2,800 salary, notify ONF immediately and return all remaining funds to ONF.
- At the conclusion of the internship period, (1) provide ONF with a payroll report showing the student intern was paid as required by the policies and procedures, (2) complete an evaluation of your experience, and (3) have student intern write personal column about internship and complete evaluation provided by 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 \_\_\_\_\_

**Submission Deadline: January 11, 2019**

**Email application to: [Lsutliff@okpress.com](mailto:Lsutliff@okpress.com)**

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

**or fax to: (405) 499-0048**

If you have questions about this application or the Internship Program, please contact Lisa Sutliff at ONF: (405) 499-0026 or 1-888-815-2672 (toll-free in Okla.), or e-mail [Lsutliff@okpress.com](mailto:Lsutliff@okpress.com).