

## Amber Bowerman Intern Scholarship Guidelines

Thank you for your interest in the Alberta Magazine Publishers Association's (AMPA) Amber Bowerman Intern Scholarship program. This scholarship was created by AMPA to provide a legacy for journalist Amber Bowerman who passed away in 2008. Amber Bowerman was a writer for a multitude of Alberta and Canadian magazines; as well as a mentor and inspiration to emerging writers through her work as publications editor and advisor at the SAIT Students Association.

Up to four scholarships with a period of up to four months each will be awarded annually, dependent on funding and quality of applications. No application is guaranteed a scholarship. The scholarship is available to small magazines that can provide interns with engaging and practical experiences working in the magazine industry. These magazines must be able to demonstrate why they cannot financially support an intern position without the aid of the scholarship.

### Eligibility Criteria

- Magazines must be Active AMPA members in good standing.
- Magazines may not hire an intern for more than a four-month term.
- Magazines must be able to provide an internal mentor for the intern.
- Magazines must provide a valuable work experience for the intern.
- Preference will be given to magazines offering full time work (35 – 40 hours per week).
- Magazines must be able to show that they require financial aid to hire an intern.
- Magazines currently using AMPA's existing Internship Program are ineligible.

### How to Apply

1. Submit a completed application form. For Spring/Summer internships, submit application by **March 1<sup>st</sup>**. For Fall/Winter internships, submit application by **August 1<sup>st</sup>**.
2. AMPA will review all submitted applications after each deadline, and dependent on funding and quality of applications, award up to four intern scholarships per year.
3. AMPA will notify all applicants of the status of their application within a month of the deadline.
4. Successful applicants and their interns must read and sign a scholarship contract letter and return it to AMPA. The intern cannot be paid without this signed agreement.
5. The intern provides a monthly timesheet to AMPA, signed by the supervisor, on or before the last day of each month. The intern cannot be paid until this timesheet is submitted. AMPA will pay the intern \$1500/month for up to four months.
6. The supervisor and intern each complete and submit evaluation forms (to be provided by AMPA). The intern cannot receive his/her final cheque until these evaluation forms have been submitted.

### Evaluation Criteria

Scholarships will be awarded based primarily on the quality of experience offered to interns as outlined on the application form; and secondly, on evidence that financial aid is necessary.