



AMPA Internship Subsidy Program

Part A - Guidelines

Thank you for your interest in the AMPA Internship Program. The program is intended to help emerging magazine professionals gain new knowledge and experience in the magazine publishing industry, while providing magazine publishers with skilled, enthusiastic employees at a subsidized rate.

There is no application deadline. Applications are approved on a first come, first served basis; approvals are dependent on available funding.

Eligibility for Participation

For Publishers

- Magazines must be Voting AMPA members in good standing.
- Magazines must hire a full-time or part-time intern for a period of no less than three months and no more than six months. Flex interns must complete their internship within one year (see Part B - Funding Schema for details).
- Magazines must pay their full-time or part-time intern **at least minimum wage** for the full term of the internship. We encourage participating members to nurture new talent by contributing more than minimum wage.
- Magazines must provide a staff supervisor or mentor for the intern.
- Preference will be given to magazines that have not previously used this program.

For Interns

- Interns must be enrolled in or recent graduates of a journalism, professional writing, electronic publishing, communications, design, business, information design or a comparable program in an accredited post-secondary institution. Interns may be accepted up to three years after graduation.
- Interns must be available for the duration of the internship applied for.
- Interns must not have participated in an AMPA-subsidized internship before.

How to Apply

1. Interested potential interns should apply directly to the member magazine(s) they wish to work for.
2. The magazine hires an intern and appoints an intern supervisor to act as a mentor.
3. The intern supervisor and intern jointly complete the AMPA Internship Subsidy application form and the supervisor submits it to AMPA, along with all required attachments.
4. Provided all requirements are met and funding is available, AMPA approves the application and sends a contract letter to the supervisor and intern.

5. The supervisor and intern read and sign the contract letter and return it to AMPA. Reimbursement from AMPA cannot take place without this contract agreement.
6. The intern provides a monthly timesheet to AMPA, on or before the last day of each month. The intern must also provide a copy of his/her first paycheque from the magazine; subsequent paycheques are not required.
7. Upon completion of the internship the supervisor and intern each complete and submit evaluation forms (provided by AMPA). The publisher will not receive full reimbursement until BOTH evaluation forms have been received.

Funding Restrictions: Full and Part-Time Internships

- AMPA will provide one payment (see Funding Schema for current funding amounts) to the publisher upon completion of the internship and receipt of evaluation forms; **no payments will be made directly to interns.** (There is a possibility of mid-internship payment if cash flow is an issue.)
- AMPA may fund up to two interns per member publication at a time, at a reduced funding amount per intern. The publisher must still meet minimum wage requirements for both interns. Second intern support is based on funding availability, and second interns are given lowest priority for approval.
- Should an intern receive less than minimum wage, the contract between AMPA and the magazine will be terminated, and no payments will be reimbursed by AMPA.
- Preference will be given to magazines that have not yet benefited from the program.
- All intern support is dependent on government funding, and therefore is **not guaranteed**. At no time should a publisher hire a full-time or part-time intern that they cannot support at minimum wage on their own.

Flex Internships

Recognizing that some small publishers do not have the resources, staff or frequency of publication to support a full or part-time intern, AMPA has created a new category of intern support called the flex internship. Unlike full and part-time internships, there is no 3 to 6 month time requirement and no minimum wage requirement. Interns in this category generally work fewer than 15 hours a week, and must complete their internship **within one year**. They are paid directly and will receive a one-time \$600 honorarium upon completion of 160 hours.

Although regular office hours and an office setting are not a requirement, publishers must provide adequate **supervision and mentoring** to the intern throughout the internship, through clear directions, goal-setting, performance assessments and learning opportunities. Evidence that this is not occurring will result in the publisher becoming ineligible for future intern support.

Flex internships are only available to publishers who can demonstrate that they are unable to support a full or part-time intern. Valid reasons include:

- no full-time staff
- lack of a formal office setting (e.g. publish from home)
- lengthy publication cycles (e.g. quarterly or bi-yearly) with periods of inactivity
- lack of finances (e.g. a primarily volunteer-driven publication)

AMPA may fund up to two flex interns per member publication provided that the interns work on different areas of the magazine (e.g. editorial and design) and that both receive adequate mentoring and supervision.

Part B – Funding Schema

*Note changes to the program as of 2011:

- includes part-time employed interns (NEW!)
- includes flex interns with no minimum wage requirement or weekly hours (NEW!)
- amounts for full-time internships have been increased from 2010

	Full-time: > 30 hrs/wk	Part-Time: 15 to 30 hrs/wk	Flex: <15 hrs/wk
Funding Amount	\$800 per month	\$400 per month	\$600 one-time honourarium
Min. Wage Required (i.e. \$8.80/hr)	Yes	Yes	No
Other Requirements	Office space; regular supervision	Office space; regular supervision	A true mentoring experience
Duration	3-6 months	3-6 months	160 hours within one year