

## Internship Program Application Form

Thank you for your interest in the Alberta Magazine Publishers Association (AMPA) Internship Program. Through support from the Canada Periodical Fund, AMPA has allocated resources to support its members interested in contracting local students and graduates. We hope the program will nurture relationships between those studying the magazine industry and those working in it. For more information about the structure of the program, please review our 2011 Internship Program Guidelines.

Please ensure all required information is provided, and send the application along with the intern's supporting documents to the AMPA office:

Alberta Magazine Publishers Association  
#304, 1240 Kensington Rd NW  
Calgary, Alberta T2N 3P7  
T. 403.262.0081 • F. 403.670.0492 • [ampa@albertamagazines.com](mailto:ampa@albertamagazines.com)

### Part one: To be completed by the intern supervisor

**Magazine:** \_\_\_\_\_

**Company name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Supervisor name:** \_\_\_\_\_ **Title** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Internship type** (see Program Guidelines for details):

**Full-time** (> 30 hrs/wk)     **Part-time** (15-30 hrs/wk)     **Flex** (<15 hrs/wk)

**Description of intern position and duties:**

**Intern start date:** \_\_\_\_\_ **Intern end date:** \_\_\_\_\_

**Estimated Intern hours / week:** \_\_\_\_\_ **Intern hourly wage:** \_\_\_\_\_

**Note:** Magazines must pay their full-time or part-time intern **at least minimum wage**

**If applying for a flex internship:** regular work hours and an office space are not required, however regular contact, supervision and mentoring are required. Please describe where the flex intern will work and how you intend to provide mentoring and supervision (e.g. weekly meetings, staff teleconferencing, typewritten goals and objectives lists, etc.):

**Note:** Please discuss with your intern

## Part two: To be completed by the intern

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**I am a:**     **Current Student**     **Recent Graduate**

**School:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Major:** \_\_\_\_\_

**Graduation Date:** \_\_\_\_\_

**Briefly outline your reasons for seeking this internship.** This paragraph should include, but is not limited to, the following: Why do you wish to work in the magazine industry? Why this particular magazine? What specific skills do you expect to gain?

**I certify that I have not participated in the AMPA Internship Program before.**

**For flex interns:** My supervisor has discussed with me that my work schedule will be of a flexible nature, but has outlined acceptable methods of communication to ensure that I receive adequate mentoring and supervision.