



# Bill Mitten Memorial Internship Program

Sponsored by



Please submit this application to MACPA c/o Bill Mitten Memorial Internship Program by May 1st for internship during the months of July - December and November 1st for internship during the months of January - June. One \$1,500 internship will be awarded for each period. Those applicants who qualify for the internship must be undergraduate students enrolled in an accredited College or Vocational School and majoring in Marketing, Journalism, or a subject related to the free paper industry.

MACPA Member Publication (Parent Company) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Contact \_\_\_\_\_ Direct Phone \_\_\_\_\_

1. Type of Intern: News \_\_\_ Sales \_\_\_ Graphics \_\_\_ Internet \_\_\_ Other \_\_\_

2. Duties of intern (Attach job description):

3. Duration: \_\_\_\_\_ Pay range (dollars per week) \_\_\_\_\_

4. Do you have additional funds budgeted for the intern's salary? Yes \_\_\_ No \_\_\_

5. Describe your paper (staff size, etc.) and community: \_\_\_\_\_

\_\_\_\_\_

6. How would hiring an intern benefit your newspaper? \_\_\_\_\_

\_\_\_\_\_

7. What special training and experience can your paper provide for an intern? \_\_\_\_\_

\_\_\_\_\_

8. Who would be the intern's supervisor? \_\_\_\_\_

Direct Phone \_\_\_\_\_ Email \_\_\_\_\_

9. How often, and in what manner would the intern's performance be evaluated by that supervisor?

\_\_\_\_\_  
\_\_\_\_\_

10. Why should your paper be selected for this program? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

12. Do you have a specific individual in mind for this internship? \_\_\_\_\_

12. If so, please include sample work, background and/or qualifications of this person. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- Submit your application by November 1st for an internship during the months of January - June or by May 1st for an internship during the months of July - December. When an application has been received and approved that period will be closed. Only one internship will be awarded per period and will be null and void should no applicant be awarded.
- MACPA will contact all publications who submit application no later than May 1st for the July - December Internship Program and November 1st for the January-June.
- Select an intern before July for the July-December and before January for the January-June.
- MACPA will pay \$1,500 upon receipt of a report at the end of the internship period.
- Apply all the internship money from MACPA to the intern's salary.
- Pay the intern for at least 360 hours of work over at least a 10-week period. (Documentation necessary)
- Provide travel-related expenses from the paper's own funds.
- Pay all income taxes, Social Security and Worker's Compensation costs.
- In addition to pay documentation, provide a report at the end of the internship period. (Photos encouraged)
- Contact MACPA immediately if the internship ends before completion

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Please fax this form to 610-743-8500 attention MACPA Graphic Design Internship Award

Or mail to:

Charles Mulligan Memorial Internship Program for Graphic Designers

c/o MACPA

P.O. 408, Hamburg, PA 19526

For more information, call 1-800-450-7227