

In addition to the two formal written reviews that are part of this program, what supervision would this intern receive while at your newspaper?

Do you plan to offer internships in addition to this one during the same time frame?

_____ Yes How many? _____ Which departments? _____

_____ No

If you are not selected to receive a Pulliam intern this summer, would you like to review applications of students willing to serve a college-credit-only internship in your area? (These must be approved by the university the student attends.)

_____ Yes _____ No

Please note: Sometimes a Pulliam-applicant student and a newspaper come to an internship agreement before Pulliam interns are selected and hope to receive a grant from the Pulliam Internship program to fund the student's employment. If this is the case for you, please write the student and newspaper names here. If the student is chosen as a Pulliam intern, every effort will be made to honor the match with the newspaper. (Students are selected before newspaper assignments are considered.) However, if a newspaper had a Pulliam intern last year, we cannot place the student there.

Newspaper: _____ Student: _____

I have read the guidelines of newspapers requesting an intern from the HSPA Foundation Eugene S. Pulliam Internship program and, on behalf of my newspaper, I agree to them.

Signature _____ Date _____

Name (printed) _____ Title _____

Phone _____ Fax _____ Email _____

Please mail completed form to:

HSPA Foundation
Pulliam Internship Program
41 E. Washington St., Suite 301
Indianapolis, IN 46204

Or fax it to: (317) 624-4428 (Please send both sides of form.)

Questions?

Karen T. Braeckel
Director, HSPA Foundation
(317) 624-4426 or kbraeckel@hspa.com

Hoosier State Press Association Foundation

Eugene S. Pulliam Internship Program

2012 Newspaper Application Form

**Or apply online at
www.hspafoundation.org/pulliam-internships**

The quality of news and information provided to Indiana citizens by newspapers is directly affected by the quality and quantity of personnel available to gather news, write and create copy, design and sell advertising as well as perform the myriad of other tasks required in newspaper production.

To encourage college-level students to consider a career in newspapers, the Hoosier State Press Association Foundation provides funding for internships at Indiana newspapers through the Eugene S. Pulliam Internship Program. Internships offer students professional work experiences, help educate them on the requirements of newspaper operation, and expose them to the life and mission of the newspaper industry in serving the information needs of the public.



Hoosier State Press Association Foundation Eugene S. Pulliam Internship Program

Guidelines

In support of its mission, the Hoosier State Press Association Foundation provides annual funding to pay for college students to intern at Indiana newspapers. Internships are for 10 weeks. Although these likely will be completed between the end of the spring semester and start of the fall term, internships granted under this program are not limited to that time period. However, all internships must be completed in the calendar year they are granted. Internships are considered full-time positions.

The current level of funding is \$3,300 per intern computed at the rate of \$330 per week for 10 weeks. While interns must complete 10 full weeks of work at their host newspaper, this period can be interrupted to provide for an unpaid vacation by mutual agreement of the intern and his/her host newspaper. *Newspapers that employ other interns at more than \$330 per week agree to supplement their HSPA Foundation intern's pay to match the others.* The intern and host newspaper may agree to extending an internship beyond the period required by this program. However, the \$330 per week pay standard must be adhered to for the 10-week HSPA-Foundation-funded internship.

Newspapers receiving interns under the program are sent a check for \$3,300 at the beginning of the internship. The newspaper must pay the intern through the payroll system used for regular staff members. We ask participating newspapers to pay the intern a flat \$363 per week. The extra \$33 the paper provides will cover FICA and Medicare deductions for the student – taxes that cannot be recovered. The student should file a W-4 form with the newspaper, which will deduct normal state and federal income tax. Should an intern fail to complete the internship for any reason, only a prorated share of earnings, computed on a \$330 per week rate for a standard work week set for the newspaper's other workers, will be paid to the intern. If an intern fails to complete the internship, any unpaid portion of the \$3,300 stipend must be returned by the host newspaper to the HSPA Foundation.

While serving as an intern, a student is considered an employee of the host newspaper. The newspaper assumes liability for the student, and the student is subject to all normal and customary work policies of that newspaper. Failure of a student to comply with any of the terms of this internship shall be grounds for dismissal from the program. Actual dismissal must be authorized by the HSPA Foundation.

In the unlikely event an intern must cease working immediately, the newspaper should place the intern on suspension and notify the HSPA Foundation.

Member newspapers applying for an intern will be evaluated on the following:

- Applicant's support for the HSPA Foundation Internship Program;
- Ability and willingness to provide a quality internship experience;
- Number of times and successive times newspaper applied to receive an intern; and
- Number of interns previously granted the specific newspaper under this program.

Newspaper Requirements

A newspaper applying for an intern:

1. Must be a member in good standing of the HSPA Foundation.
2. Must complete an internship application form (either hard copy or online) and submit it to the HSPA Foundation by deadlines established for any given program year. Application must include statement on how the intern will be engaged, type of work assignments given and general evidence of the newspaper's intention to provide a quality experience for the intern.
3. Agrees to assign an individual from the newspaper's staff to be the intern's principal contact and mentor during the program, and to provide formal, written evaluations of the intern on HSPA Foundation forms.
4. Must show evidence of support for the HSPA Foundation internship program.
5. Agrees to serve on the screening committee for next year's program if selected to receive an intern. (Limited to one meeting in Indianapolis tentatively set for March 7, 2013.)

Application Deadline

Applications must be received in the HSPA office by 5 p.m. Friday, Feb. 24, 2012.

Hoosier State Press Association Foundation Eugene S. Pulliam Internship Program

2012 Newspaper Application

(Form available to download at www.hspafoundation.org. Click on Pulliam Internships.)

Newspaper _____ Circulation _____ Circle one: Daily Nondaily

Please check type of internship sought. You may receive only one intern in a given year in this program. If you would consider several work areas, please rank them below in order of preference:
(1 = first choice; 2 = second, etc.)

_____ Reporting _____ Photography _____ Page Design
_____ Graphic Design _____ Other (specify) _____

Preferred Intern Dates: From ____/____/____ to ____/____/____

What general duties and/or specific projects would an intern be expected to perform?

What special training and experience could the newspaper provide an intern?

How would having an intern benefit your newspaper?

May cut here to retain guidelines