

Internship Details Form

SECTION I: Application & details of internship

Please send:

1. Your magazine's expression of interest: 1-2 paragraphs
2. This section, filled out (1 page)
3. Your internship job description, including hours of work, weeks, start and end dates, pay, etc.
See sample on the program webpage under the "Sample Internship Job Description" tab on the program webpage.

to Sylvia Skene, Executive Director/Internship Coordinator, exec@magsbc.com

Company name: _____ Magazine: _____

Address: _____

No. of staff (FTEs): Up to 3 (up to 80% subsidy) 3+ to 6 (<= 70%) more than 6 (<= 60%)

Maximum subsidy: \$4,500

Please see the "How Do I Calculate the Size of My Magazine to Claim the Subsidy?" tab on the program webpage before calculating FTEs. If you are still not sure, please contact the internship coordinator.

Supervisor name: _____ Title: _____

Phone number: _____ Email address: _____

Mentor name: _____ Title: _____

Phone number: _____ Email address: _____

Mentor's Company/Magazine (if different from above): _____

Please see guide page 3 for information on the different and distinct roles of a supervisor and a mentor.

Internship title: _____

Start date: _____ End Date: _____ Total Work Weeks: _____

Internships must be 16-22 weeks long, not including the break between Christmas and New Year's if applicable.

Hours per week (minimum 20): _____

Hourly wage (minimum wage is \$12.65 until May 31/19; \$13.85 after): _____

Or

Monthly honorarium (very small magazines only, minimum \$800/month): _____

Funding provided by the Government of Canada



SECTION 2: Intern details and learning objectives

One week after internship start date, please send to Sylvia Skene, Executive Director/Internship Coordinator, exec@magsbc.com:

1. This section, signed and dated (1 page)
2. Your intern's resume
3. A link to intern's timesheet OR an Excel timesheet at the end of each month

Intern name: _____ Email address: _____

Phone number: _____ Address: _____

Current student or Graduate, Year: _____ (must be within last 3 years)

I certify that I have not participated in the MagsBC Internship Subsidy Initiative before.

Collaboratively, the supervisor and intern must discuss, identify and agree on at least three challenging and meaningful learning objectives to work on during the course of the internship.

Upon completion of the internship, both will be required to assess if these objectives had been met.

Learning objectives:

1. _____
2. _____
3. _____

Supervisor signature Date

Intern signature Date

The intern's supervisor should retain a hard copy on file, to be submitted to MagsBC at the conclusion of the internship.

SECTION 3: Expert consultant for intern

By 4-6 weeks after the start date of the internship, please send this section to Sylvia Skene, Executive Director/Internship Coordinator, exec@magsbc.com

Collaboratively, the supervisor and intern must identify and agree on one or more areas that the intern needs extra coaching or training by an expert in to complete her or his duties or projects.

Sometimes supervisors find that this can be identified more easily after the intern has worked for a few weeks, or there is a project needing special skills or coaching that may not be available in-house.

Areas:

1. _____
2. _____
3. _____

Recommendation(s) for expert consultant(s) for intern:

	Name	Area(s) of Expertise	Contact Info (email & phone)
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Although recommendations for expert consultants will be considered, the final decision on who is assigned to the intern remains with the internship coordinator.